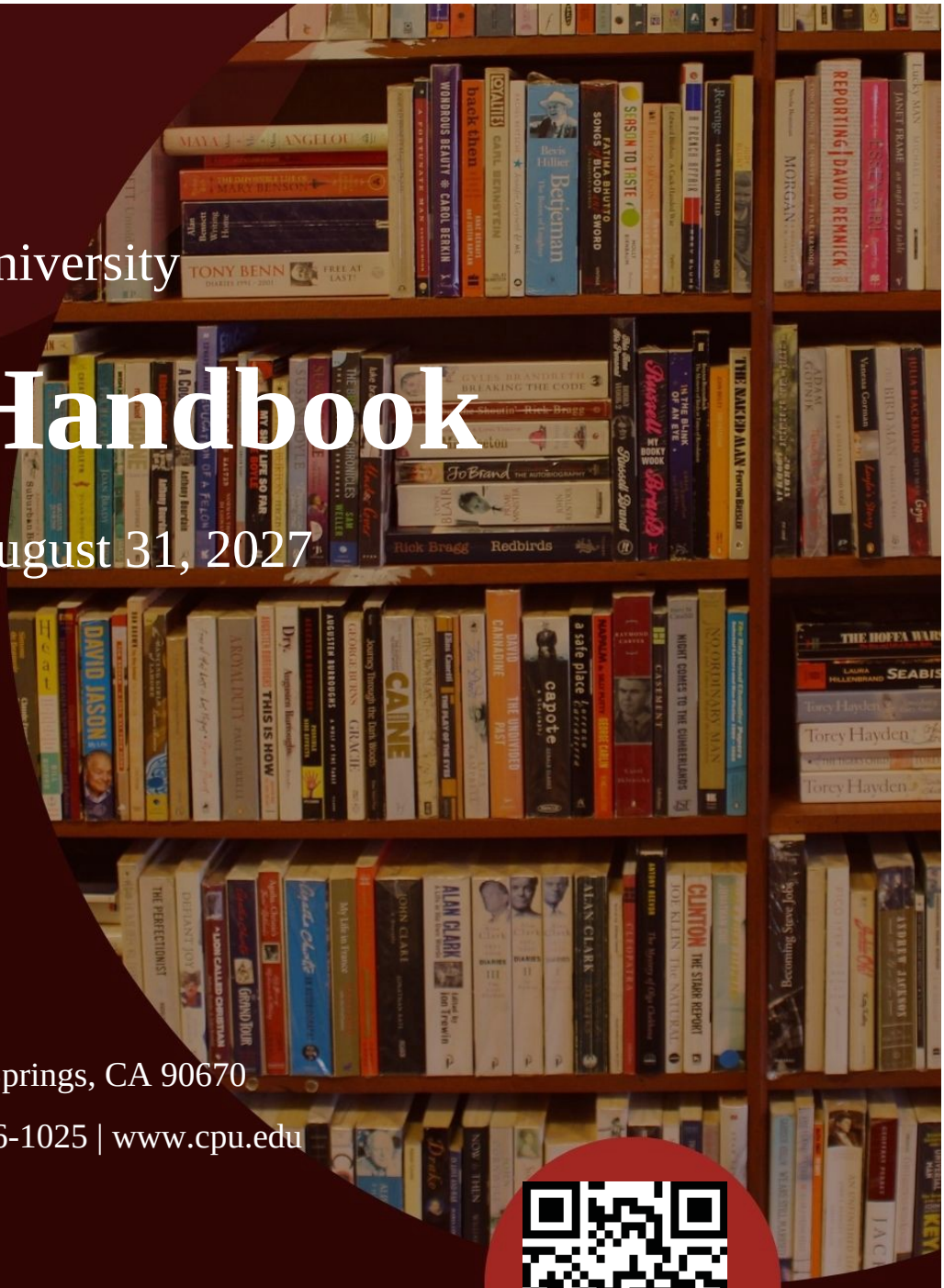
California Prestige University

# Student Handbook

September 1, 2026-August 31, 2027



15605 Carmenita Rd., Santa Fe Springs, CA 90670

Tel. 562-926-1023 | Fax. 562-926-1025 | www.cpu.edu

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# Academic Calendar 2026-2027

## Fall Semester 2026

| | |
|---|---|
| 8/3-8/7 | Fall Semester Registration |
| 8/17 | New Student Orientation Course on Canvas |
| 8/31 | **Beginning of Fall Semester** |
| 9/1 | Opening Convocation |
| 8/31-9/4 | Add/Drop Period |
| 9/7 | Labor Day (Campus Closed) |
| 9/11 | 3rd Bible Test |
| 9/17 | Constitution Day |
| 10/12 | Columbus Day (No Class) |
| 10/12-16 | **Mid-term Examination/Paper** |
| 10/27 | Fall Revival |
| 11/1 | Daylight Saving Time Ends |
| 11/10 | Closing Convocation |
| 11/11 | Veterans Day (No Class) |
| 11/23-27 | Course Evaluation |
| 11/25-27 | Thanksgiving Recess (Campus Closed) |
| 12/7-11 | **Final Examinations/Paper** |
| 12/23-1/3/27 | Winter Recess (Campus Closed) |

## Spring Semester 2027

| | |
|---|---|
| 1/4-1/8 | Spring Semester Registration |
| 1/11 | New Student Orientation Course on Canvas |
| 1/18 | Martin Luther King Jr. Day (Campus Closed) |
| 1/25 | **Beginning of Spring Semester** |
| 1/26 | Opening Convocation |
| 1/25-1/29 | Add/Drop Period |
| 2/5 | 1st Bible Test |
| 2/15 | Presidents' Day (No Class) |
| 2/22-26 | 1st Ordination & Transfer Education |
| 3/8-12 | **Midterm Examination/Paper** |
| 3/14 | Daylight Saving Time Starts |
| 3/23 | Spring Revival |
| 3/25-26 | Good Friday / Easter (Campus Closed) |
| 4/6 | Closing United Worship Service |
| 4/9 | 2nd Bible Test |
| 4/19-23 | Course Evaluation |
| 4/26-4/30 | Summer Semester Registration |
| 5/3-5/7 | **Final Examination/Paper** |

## Summer Session 2027

| | |
|---|---|
| 5/24 | **Beginning of Summer Semester** |
| 5/24-5/28 | Add/Drop Period |
| 5/31 | Memorial Day (Campus Closed) |
| 6/5 | **Graduation Ceremony** |
| 6/18 | Juneteenth (Campus Closed) |
| 7/5 | Independence Day (Campus Closed) |
| 7/19-23 | 2nd Ordination & Transfer Education |
| 7/26-30 | Course Evaluation |
| 8/2-8/6 | Fall Semester Registration |
| 8/9-8/13 | **Final Examination/Paper** |

## Main Campus and Facilities

CPU's main campus is located in the city of Santa Fe Springs, CA. The facilities consist of 4 lecture rooms, 3 study rooms, library, storage, computer lab, conference room, student lounge, reception area, chapel auditorium, and offices for administrative staff. The main lecture rooms, computer lab, and student lounge are located in the first and second floor of the main building.

The current lecture room is equipped with traditional classroom-related equipment, e.g. whiteboard, desks, chairs, and projector. All instruction is provided in a modern, comfortable classroom setting appropriate for higher learning education. The library is complete with several computer terminals for students, offers suitable study and research spaces for our students and instructors.

CPU's facilities are equipped with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and filing cabinets for staff and all the standard equipment and supplies for each classroom. The institution also has a student lounge with a sitting area and other amenities such as vending machines, microwave, refrigerator, and coffee machine.

Parking is available in the parking area around the campus buildings.

**The address of Main Campus:**
15605 Carmenita Rd.
Santa Fe Springs, CA 90670

## Administrators and Staff

**Sang Meyng Lee**
*President/CEO*
Ph.D. / Claremont Graduate University
M.A. / Claremont Graduate University
M.Div. / Presbyterian College and Theological Seminary
B.S. / Keimyung University

**Rubin Kim**
Internal Vice President /Chief Financial Officer (CFO)/ SEVIS Officer (DSO)
D.I.C.S. (In Progress) /Cook School of Intercultural Studies, Biola University (La Mirada, CA)
Th.M. / Talbot School of Theology, Biola University M.Div. / Talbot School of Theology, Biola University
M.B.A. / California State University, L.A.
B.N.E / Georgia Institute of Technology

**Peter Joong Han, Chung**
*External Vice President / Advancement Officer*
Ph.D. (In Progress) /Beulah Height University
M.Div. / Azusa Pacific University
M.A.A.R. / Azusa Pacific University
B.Th. / Presbyterian Theological Seminary in America

**Steve Hong**
*Chief Operating Officer (COO) / Director of Business School*

Ph.D. / California Prestige University (Santa Fe Springs, CA)
D.B.A. / California Victor University (Pomona, CA)
D. Min. / Fuller Theological Seminary (Pasadena, CA)
Th.M. (Candidate) / Calvin Theological Seminary (Grand Rapid, MI)
M. Div. / San Francisco Theological Seminary (San Anselmo, CA)
M. Div. / Presbyterian Theological Seminary in America (Santa Fe Springs, CA)
B.S. / Hanyang University (Seoul, Korea)

**Jung Ja Kang**
*Chief of Academic Officer (CAO) / Director of M.Div*
Ph.D./ Talbot School of Theology, Biola University
M.A.CE/ Talbot School of Theology, Biola University
M.A. / Chong-shin Graduate School of Theology, Chong-shin University
B.A. / Anyang University

**Jongpil Ko**
*Chief of Institutional Effectiveness Officer (CIO)/ Director of Undergraduate Program*
Ph.D. / Talbot School of Theology, Biola University
M.A. / Talbot School of Theology, Biola University (Spiritual Formation)
M.A. / Talbot School of Theology, Biola University (Bible Exposition)
M.Div. / Baekseok University
B.E. / University of Incheon

**Jang Hoon Woo**
*Director of Distance Education & Online Campus, Campus Chaplain*
M.A.C.P. / California Prestige University
M.Div. / California Prestige University
B. A. / Hankuk University of Foreign Studies

**John Lee**
*Director of Student Development & Public Relations*
Ph.D.(in Progress)/California Prestige University
D.Min./ Azusa Pacific Seminary
D.Min./ Pacific Rim Graduate School of Theology
M.Div./ Azusa Pacific Seminary
B.Th. / Korea Baptist Theological University

**Peter Im**
*Director of Doctor of Philosophy in Contextual Studies*
Ph.D./ Fuller Theological Seminary
M.Div./ Trinity Theological College
M.A./ Western Seminary

**Yong Shik Kim**
*Director of Doctor of Intercultural Studies*
D. Miss/ Fuller Theological Seminary
Th.M./ Fuller Theological Seminary
Th.B./ Sao Paulo Baptist Theological College

**Choonshik Shin**
*Doctoral Academic Advisor*
Ph.D. / California Prestige University

D.Min.GM/ Fuller Theological Seminary
Th.M/ Chongshin University Graduate School
M.Div./ Chongshin University Theological Seminary
B.A./ Chongshin University

**Yong Am Chung**
*Doctoral Writing Advisor*
D.Min. / Fuller Theological Seminary
Th.D. / Chongshin Graduate school of pastoral ministry
Th.M. / Chongshin Graduate school of Intercultural studies
M.Div.eq./ Chongshin Theological Seminary
B.A. / Chongshin University

**Eun Chul Kim**
*Director of D.Min. /E.M.Div.*
Ph.D. / Drew University (Madison, NJ)
M. Philosophy / Drew University
M.Div. / Princeton Theological Seminary
M.A. / (Music) California State University in Fullerton
B.A. / Georgia State University

**Dal Sung Jung**
*Director Master of Arts in Counseling Psychology*
Psy.D./ Southern California Seminary
D.Min./ California Prestige University
A.M.F.T/ Southern California Seminary
M.Div./ Presbyterian University & Theological Seminary
B.A./ Hannam University

**Hak Jun Lee**
*IT Technician*
CROSS HUB INC

**Douho Im**
*Librarian*
M.A. in Library & Information Science /Yonsei University
Bachelor of Library & Information Science / Kyonggi University

**Judy Kim**
*Director of Office Mangement*
B.A. / Duksung Women's University

**Sunny S. Kim**
*Director of Financial Aid / School Certifying Official (SCO)*
M.A. / Hope International University
B.A./ Hankuk University of Foreign Studies

**Iris Hyenjung Hwang**
*Registrar*
M.A. / Yonsei UniversityGwi Jung Jung
B. A. / Dongguk University

**Gwi Jung Jung**
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M.Div. / California Prestige University
B.S. / Yonsei University

**Ruth Min**
*Associate Director of Admission*
M.A/ Talbot School of Theology, Biola University
B.A./ Biola University

**Maria Wangqu Malone**
*Associate Director of Chinese Program*
D.Min. / Midwestern Baptist Theological Seminary
M.Div./ Midwestern Baptist Theological Seminary
B.S./ Harbin University of Commerce

## Library

California Prestige University (CPU) Library is committed to fulfill its mission that provides access to learning resources to CPU students, faculty, and staff in support of the research and educational mission of the university. To maximize the use of the resources, the library also provides information literacy instruction services to the CPU community. Furthermore, the CPU library supports life-long learning of CPU alumni, ministers, and missionaries around the world by giving access to electronic resources and guidance.

**Library collections**
The CPU Library holds a wide range of information resources, including over 25,000 books, 10,000 e-books, 50 databases, 7,200 full-text scholarly e-journals, multi-media resources, and periodicals, etc.

**Library location**
The CPU Library is located on the first and second floors in the CPU building. The library space is 7,795 square feet in total. The library housed library materials on the first floor only and provides the second floor as a multi-purpose area for students.

Circulation 562-926-1023 (Ext. 307)
Librarian 562-926-1023 (Ext. 307) / E-mail: librarian@cpu.edu

**Library card**
CPU students, faculty, and staff receive ID cards or a library card. If anyone outside the CPU community would like to make a library card to borrow materials, one must pay a$60 annual membership fee.

**Library hours**
Monday: 9:00 AM – 5:00 PM
Tuesday: 9:00 AM – 6:00 PM
Wednesday: 9:00 AM – 12:00 PM & 2:00 PM – 5:00 PM
Thursday: 9:00 AM – 5:00 PM
Friday: 9:00 AM – 12:00 PM & 2:00 PM – 5:00 PM

Lunch break 12:00 PM – 1:00 PM
Saturday, Sunday & Holidays Closed
During vacation, the library hours will vary.

**Check-out**
Users must be present at the library to check out physical resources. The library also holds non-circulating items such as reference collections and periodicals. Those items must be used inside the library. To utilize online resources, users can access an electronic database anywhere with internet connection. Users can access the electronic database using ID and password assigned to the CPU Library. Upon logging in CPU Populi (https://cpu.populiweb.com/library), go to the 'Library' on the top and kindly refer to the 'Links' menu right under the institutional name for the credentials to access the online library resources.

**Renewal**
Most items may be renewed once. Course reserves may not be renewed nor items which are being held by the request of other patrons. Users may renew items over the Web by accessing library personal record. Renewals may also be done in person at the library.

**Course reserves**
Course-related materials are designated as reserves on a semester basis. Users may check out the reserve and return it the same day.

**Late fines and holds on student records**
Most library materials are loaned for 3 weeks. Fines are charged only if m
aterials are returned late. Different loan periods, fines, and fees may apply to materials as below.

| Type of items | | student | Student writing Thesis | Alumni | Staff | Faculty | External Users |
|---|---|---|---|---|---|---|---|
| Books | Item Limit | 30 | 30 | 30 | 30 | 30 | 30 |
| | Loan Period | 3 Weeks | 3 Weeks | 3 Weeks | 3 Weeks | 3 Weeks | 3 Weeks |
| | Overdue Fine | Per item 50¢ / day (50¢ / hour for course reserves) | | | | | |
| Periodicals | | Non-circulating items | | | | | |
| Course Reserves | | Course Reserves must be returned within 24 hours. Overdue fine is charged 50¢ / hour | | | | | |
| CDs, DVDs | | 30 items, 3 week | | | | | |

**Other learning resources**
The CPU Library has reciprocal on-site borrowing agreements with selected libraries - Bethesda University, and World Mission University Libraries. Partnerships with the libraries allow CPU students to borrow physical learning resources free of charge. Present a CPU student ID card that is marked with a valid date and a driver’s license (or a passport) at the library's circulation desk to borrow materials. The individual library maintains and applies its own loan policy toward students from related institutions. Therefore, if needed, CPU students should check the details by phone or e-mail before visiting the libraries. Also, the CPU Library has a cooperation agreement with the National Assembly

Library (NAT), the Republic of Korea, which makes available to the CPU community a joint system for the purpose of sharing their respective information-knowledge resources, exchange of materials, providing electronic files, and exchange of humans. Users can have the log-in information of the NAT's electronic databases upon request.

## Approval and Accreditation

California Prestige University (CPU) is approved to operate as a private postsecondary educational institution in California by the Bureau for Private Postsecondary Education (Bureau). Institution Code# is 1919861. Bureau for Private Postsecondary Education (BPPE) located at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834. Phone (916) 574-8900, Toll-Free (888) 370-7589 and website is www.bppe.ca.gov.

CPU is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels. In addition, CPU holds membership status from the Council for Higher Education Accreditation (CHEA). The following programs are accredited by ABHE:

- Certificate of English Language Studies
- Bachelor of Arts in Theology
- Bachelor of Arts in Global Business Administration
- Bachelor of Arts in Social Work
- Bachelor of Arts in Family Counseling
- Bachelor of Arts in Education
- Master of Divinity
- M.Div. in Culturally Competent Pastoral Leadership
- Master of Divinity in Professional Chaplaincy
- Master of Divinity in Professional Coaching
- Master of Arts in Counseling Psychology
- Master of Arts in Marriage and Family Therapy (planned; not yet enrolling)
- Master of Arts in Intercultural Studies
- Master of Arts in Professional Coaching
- Master of Business Administration
- Doctor of Ministry in Compelling Preaching
- Doctor of Ministry Skills for a Thriving Congregation
- Doctor of Psychology (Psy.D.; non-licensure program)
- Doctor of Philosophy in Contextual Studies
- Doctor of Intercultural Studies
- Graduate Certificate of English-Speaking Pastoral Internship
- Graduate Certificate in Entrepreneurship New Ventures

1. A graduate of an unaccredited program will not be eligible to sit for the applicable license exam in California and other states.
2. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
3. That a student enrolled in an unaccredited institution is not eligible for Federal Student Financial Aid programs.

Presbyterian Theological Seminary in America of California Prestige University (PTSA of CPU) is a member in good standing of The Association of Theological Schools (ATS), located at 10 Summit Park Drive, Pittsburgh, PA 15275-1110 (www.ats.edu), the internationally recognized accrediting body for seminaries and theological schools in the United States and Canada. PTSA of CPU is fully accredited by the Commission on Accrediting of ATS.

PTSA of CPU is approved to offer the following degrees:

- Doctor of Ministry
- Master of Divinity
- Master of Arts in Counseling Psychology
- Master of Arts in Intercultural Studies

Any questions a student may have regarding the accreditation may be directed to the following associations.

Association for Biblical Higher Education (ABHE)
5850 T. G. Lee Blvd., Suite 130
Orlando, FL 32822 Tel (407) 207-0808 Fax (407) 207-0840
http://www.abhe.org e-mail: coa@abhe.org

The Association of Theological Schools (ATS)
10 Summit Park Drive
Pittsburgh, PA 15275-1110 Tel (412) 788-6505 Fax (412) 788-6510
http://www.ats.edu e-mail: communications@ats.edu

Council for Higher Education Accreditation
One DuPont Circle NW, Suite 510
Washington, DC 20036 Tel (202) 955-6126, Fax (202) 955-6129
http://www.chea.org e-mail: chea@chea.org

**Washington State Religious Exemption Notice**
The Washington Student Achievement Council has determined that California Prestige University qualifies for religious exempt status from the Degree-Granting Institutions Act for the following program: Master of Divinity (M.Div.). The Council makes no evaluation of the administration, faculty, business practices, financial condition or quality of the offerings by this institution. Any person desiring information about the requirements of the act or the applicability of those Sang Meyng Lee California Prestige University February 9, 2026 Page Two requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

# Mission and Goals

**Mission Statement**
Our Mission is to equip men and women for missional living by training them to grow in the knowledge and character of Christ, to live a Christ-centered life, and to lead others to do the same, in any setting God places them, whether it is multigenerational, multiracial, or multiethnic. We seek to accomplish this both

in the narrow context of the parent denomination, the Korean Presbyterian Church Abroad (KPCA), and the wider context of the global kingdom of God.

**Institutional Goals of CPU**
In response to the needs of KPCA, CPU primarily provides **theological and spiritual formation education** integrated with ministry skills to students who will serve as pastors in the KPCA; and secondarily prepares servant leaders for the diverse ministries for the global kingdom of God.

1. **High Quality Theological Education**
   CPU's faculty, over 90% of whom have doctoral degrees from outstanding seminaries in the United States, offer high quality theological education where students will gain a proficient understanding of God and His Word and learn research skills that will equip them to conduct sound research.
2. **Dynamic Spiritual Formation Education**
   CPU's spiritual formation education takes a holistic and integrative approach to lead students to grow deeper in their knowledge of, and love for, God, self, and others, which will be reflected in their Christ-centered life lived out in whatever setting God places them.
3. **Global Leadership Education**
   CPU's leadership education strives to raise up leaders who will have the heart of servants and lead by example, integrating biblical and theological knowledge with professional skills in ministerial and public leadership.
4. **Cultural Education Across Disciplines**
   CPU strives to train students to critically discern the truth wherever it is found (that is, both in special revelation, the Bible, and in general revelation, the general academic disciplines such as humanities, natural sciences, social sciences, arts) and evaluate it from a biblical perspective, integrate with theology, and apply to their life and ministry.
5. **Bilingual Education**
   CPU opened Santa Fe Language & Culture School in January 2014 and provides students and local residents with English and culture education to prepare students for more effective global ministry.

## Doctrinal Declaration Statement

All faculty must subscribe to the following doctrinal position without reservation upon employment. This form must be signed and dated to confirm your doctrinal position.
Please be aware, however, that one's doctrinal position is only truly exhibited by one's lifestyle and theological position ad communication in the god appointed teaching ministry. Therefore, even though a faculty member may voluntarily subscribe to this doctrinal statement by signature, if after due process it is determined that the faculty member does not actually conform to this doctrinal statement, the faculty member can be deemed in breach of all employment contracts between California Prestige University and the faculty member can be declared null and void by the school's administration.

CALIFORNIA PRESTIGE UNIVERSITY SUBSCRIBES TO THE FOLLOWING STATEMENT OF FAITH:

1. The Holy Scriptures of the Old and New Testament are the Word of God, the only inerrant, perfect rule of faith and deed. (Scripture Reference: Ex.3:14, John 4:24, Rev. 19:6)
2. There is only one God, and one shall worship only God alone; God is the spirit, is self-existent omnipresent, and distinguished from all other Gods and the created; God is infinite, eternal and

unchangeable in God's being, wisdom, power, holiness, justice, goodness, and love. (Scripture Reference: Gen. 1:1, Exd.3:14, 31:13, Lev. 19:2, Deut. 6:4, John 4:24, I Cor. 8:4)

3. There are three Person in the Godhead; the Father, the Son, and the Holy Spirit; God is the triune God, one in trinity, equal in power and glory. (Scripture Reference: Deut. 6:4, John 1:1- 3, 14, Cor. 8:4, Gal. 3:20, I Timothy 2:5)
4. God created all things visible and invisible by the power of God's Word, and preserves and governs them, but God in God's nature causes no sin. God plans and acts according to God's own will and governs all things to fulfill God's purpose which is good, wise, and holy. (Scripture Reference: Gen.1:1, Ex. 4:15, Ps. 104:24, 30, Isa. 43:15, 45:7, 64:8, Mark 10:6, Col.1:16)
5. God created people, after God's own image in knowledge, righteousness, and holiness with dominion over every living thing. All people of the world are of sole source; that is of same native and brother. (Scripture Reference: Gen. 1:26-27, I Cor. 11:7, Eph. 4:24, Col. 3:10, James 3:9)
6. Our first parents, being left with the freedom to choose between good and evil, through temptation, transgressed the commandment of God. All humankind, descending from Adam by ordinary generation sinned in him and fell with him in his transgressed. The humanity, having the potential to commit a crime, besides the original sin and the corrupted human nature, has intentionally committed sin; so, as we are justly liable to God's just displeasure and punishment in this world and that which is to come. (Scripture Reference: Gen. 6:5, I Kings 8:46, Ps. 51:5, Prov. 20:9, 21:2, Ecc. 7:20, Rom. 14:23)
7. God sent God's eternal, only begotten Son, Jesus Christ to the world to save humanity from sin, the corruption, and the punishment thereof, to give eternal life in God's infinite love; in Jesus Christ God become flesh and through Him can humanity be saved. The eternal Son became true human and possessed two distinctive personhoods in His nature, eternally as true God, and true power of the Holy Spirit, in the womb of the virgin Mary, of her substance, born of her, yet without sin. He obeyed perfectly to God, offered His body, became a true and perfect sacrifice, and satisfied divine justice. To reconciliation between God and humanity, Jesus Christ was crucified on the cross, died, and buried. On the third day, He rose again from the dead. He is sitting on the right hand of God making intercession for His people. From thence He shall come for the resurrection of the dead, and to judge the world. (Scripture Reference: John 3:17, 34, 17:3, 23, 20:21, I John 4:9, 10, 14)
8. The Holy Spirit, being out of God the Father and God the Son, works salvation in people, convicts them of their sin and misery, enlightens their hearts to know Christ, renews their will, exhorts them, empowers to accept Jesus Christ who freely offers humanity the Gospel in grace, and works in us to bear the fruit of God's righteousness. (Scripture Reference: Gen. 2:7, John 16:9-11, Rom. 8:11, I Cor. 12:1-3, Phil. 2:5-11)
9. Before God created the world, God elected in God's love God's own people to make them holy and blameless, predestined and adopted God's children through Jesus Christ according to God's pleasure and will, to the praise of the glory of God's grace bestowed freely in the one God loves. However, the perfect salvation offered freely is to be ordered to all humankind that they may repent of their sins, believe in the Lord Jesus Christ as their Savior, rest upon him Student Handbook 12 and follow him, obey the revealed will of God, be humble and conduct themselves in holiness, to the extent that whoever believes in Christ and is obedient to him shall be saved. The benefits that are accompanied with justification, adoption as God's children, sanctification and glorification are for the believers who are assured with God's salvation and joy in this world. The means of the grace to the call of office by the Holy Spirit are the bible, sacraments, and prayer. (Scripture Reference: 3:7, John 1:16, Rom. 5:2, Eph. 2:8-9, II Timothy 1:9, Tit.2:11)
10. The sacraments instituted by Christ are Baptism and Holy Communion; baptism of washing with water to be administered in the name of God the Father, the Son, and the Holy Spirit, is the sign and

seal of joining us in union with Christ, and the promise for our regeneration and renewal by the Holy Spirit and God's possession of us. Baptism shall be served in remembrance of Christ's death, and in the witness of the seal for the benefit derived from Christ's death with which the believers are in union. Holy Communion shall be observed by God's people until the day of the Lord's coming and is a sign of a promise of a more faithful service onto the Load and a sign of communion with the Lord and his people, who believe in him, and rest upon his atonement from which God's benefit flow to us. The benefits of the sacraments are not found in the sacraments themselves or any virtue of one by whom the sacraments are being administered, but only in the blessing by Christ and the working of the Holy Spirit in those who by faith receive the sacraments. (Scripture Reference: Matt. 3:11, John 16:7, Acts 10:44-46, 11:15-16, Gal. 1:4)

11. All believer shall dutifully join in church membership with instruction, have fellowship with one another among the believers, observe the sacraments and other ordinances, obey all the laws of the Lords, pray always, observe the Lord's Day holy, assemble with believers to worship he Lord and listen attentively to the preaching of the Word of God, render offerings as God provides us abundantly, share with one another the mind of Christ, also share the same mind with all other people, endeavor to promote the expansion of the Kingdom of Christ upon the whole world and wait expectantly for the appearance of the Lord in his glory. (Scripture Reference: Acts 2:44-45, 4:32, Rom. 12:13, Phil. 1:3-5, 4:18, II Cor. 1:11)
12. The dead shall receive the reward according to the good and evil done in this world before the judgment seat of Christ when they will be resurrected in the last day. Those who believe in Christ and are obedient to him shall be truly forgiven and accepted by him in Glory. (Scripture Reference: Matt.: 16:27, 24:29-31, 36, 44, Mark 8:38, John 5:24)
13. Marriage has been ordained by God and is the exclusive covenantal union between a man and a woman in which such union is a lifetime commitment. A civil government’s sanction of a union will be recognized as a legitimate marriage by the Church only to the extent that it is consistent with the definition of “marriage” found in these Articles. (Scripture Reference: Gen.1:27, 2: 22-24, 1 Thes. 4, Matt. 19:4-6)
14. Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as “porneia” πορνεια) including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness. (Scripture Reference: Romans 1:26-27, 12: 1-2, I Cor. 6:9-10, I Timothy 1:9-10)

# Student Life

## Student Government

California Prestige University(CPU) operates a student council through nomination and elections by students. This meeting is held regularly once a month, and additional meetings scheduled as needed. The Student Council represents the student body, serving as a voice for students' concerns and interests. It works to promote a positive school environment, organize events and activities, and foster communication between students, teachers, and school administration. The council also plays a key role in planning and coordinating school initiatives, addressing student issues, and enhancing the overall student experience through leadership and service.

To accomplish their duties, the student council is provided with a budget that is generated by a student registration fee as well as additional money provided by the school. This money is kept in a special account that requires the signatures of the student director and one student council treasurer. At the beginning of the semester, the student council is to propose a budget. Once this budget is approved by the student director, the student council may request funds. For each request, the student director will see whether there is adequate money in that budget category. If so, the money will be released to the student council. In return, the student council is to report a receipt for the expense. Typical student council expenses include:

Social events for the student body Special scholarships
Inviting a special chapel speaker Gifts for new students
Gifts for graduating students
Honoring and thanking alumni at an annual alumni meeting

The Director of Student Affairs supervises the student council. The student council is to operate according to the Student Government Bylaws.

## Church Attendance and Affiliation

California Prestige University encourages every student to be affiliated with an evangelical church and to participate in the ministry of that local church body through faithful attendance at their weekly service.

All students in the M.Div. and B.A. programs must complete two (2) units' credit in fieldwork/student ministry during their three years of study (M.Div.), or four years of study (B.A). Students in MAICS must complete one (1) unit credit in fieldwork during their two years of study. Transfer students must begin fieldwork/student ministry the first semester they attend and continue thereafter. The records of fieldwork/student ministry of church service are essential courses for graduation.

## Chapel

To reinforce California Prestige University's commitment to the spiritual life of its students, the California Prestige University students and faculties gather every Monday via on-line and on-campus for Korean chapel services in the afternoon from 1:00 p.m. - 1:40 p.m. The English chapel is held every other Thursday from 4:00 to 5:00 p.m. This is an opportunity for the faculty, staff, and students to share in worship and prayer and to be strengthened by God's Word. Various pastors come and share a message from God's Word. Students rotate their responsibility in leading the chapel time. The student worship service is provided to students in three languages: Korean, English, and Chinese.

## Revival Service Guidelines

**1. Mandatory Attendance**

The Bible study conference is a required part of students' devotional training on campus. Attendance is mandatory each semester for both full-time and part-time students. Students who miss it without valid reasons may be excluded from course registration and graduation review for the following semester. (Applies to all students).

**2. Attendance Obligation**

a) Students balancing work and study must arrange to take leave in advance for the conference dates.

b) Students unable to attend due to unavoidable circumstances (e.g., illness, traffic accidents) must watch the recorded conference video on the school's Canvas platform and submit a report according to the prescribed format.

**Report Writing Guidelines:**

- Summarize each session's sermon in two pages and include a one-page reflection.
- (Example: [2 pages summary + 1 page reflection] × 2 sessions = Total 6 pages)
- Font: Size 11, double-spaced.
- Submission: Upload via Canvas.

c) Students can attend the conference in person or via Zoom. Those wishing to attend in person must notify the Student Affairs Office at least two weeks prior to allow for group assignments and attendance tracking.

**3. Optional Attendance**

Students falling into the following categories are free to attend Bible study conferences:

a) Those who have only the Bible proficiency exam remaining.

b) Those who have only pastoral practice remaining.

c) Those who have only their thesis remaining.

**4. Consequences of Non-Attendance**

Students who neither attend chapel services and Bible study conferences nor submit the required reports will be excluded from graduation review.

## Social Activities

A balanced life includes recreation and opportunities to build friendships. Therefore, a variety of

activities are planned by the student government:

- Sports Days (once per year):
- Intercollegiate Sports Day (meeting with other Korean schools in Southern California)
- Intercollegiate Thesis Competition (with other Korean schools in Southern California)
- Intercollegiate Preaching Festival (with other Korean schools in Southern California)
- Spiritual Revival worship (twice a year)
- Welcome Parties Honoring New Students (beginning of each semester)
- Graduation Students take turns providing lunches on Mondays through Fridays. All are invited to attend. Additional social activities are provided through student clubs.

# Meeting Student Needs

## Housing

CPU doesn't have dormitory facilities. And CPU has no responsibility to find or assist a student in finding housing.
For information's sake, the approximate range of the renting house located near the institution's facilities are:
$900 -$1,200 (Home Stay)
$1,800 -$2,200 (1 Bed Room apt.)
$2,300 -$3,000 (2 Bed Room apt.)
$3,000 and over (3 Bed Room apt.)

## Parking

Because we are blessed with a growing student body and we share our facility with other businesses (tenants), our parking lot is sometimes busy. To ensure enough parking for everyone, please park centered in the parking space provided. Please do not double park, park in the handicap designated areas, in the restaurant area, or in the Industrial Business Center next door to us. Please Park in all designated areas. If you park on the side of the street that is a designated fire lane, you will be ticketed and towed. Overnight parking is not allowed.

## Student Employment

On-campus opportunities: Various on-campus jobs are available (e.g. maintenance, cleaning, office work, library assistance). To apply for employment, please contact the Director of Student Affairs.
Off-campus employment: The international student is prohibited from working unless he or she eceives authorization from the Director of Student Affairs and SEVIS Officer.

Local churches and mission organizations occasionally contact us for part-time workers. To inquire about church appointments, please contact the Director of Student Affairs. It is also very important to get permission from the Director of Student Affairs. The Director of Student Affairs will give you permission to work and indicate this approved employment on your I-20. Approved offcampus employment is signated as CPT (Curricular Practical Training), OPT (Optional Practical Training) or OCE (Off campus

Employment). Students are allowed to work up to 20 hours a week when school is in session, and more than 20 hours a week when school is not in session.

We recommend that students do not take on such large workloads and class loads that their spiritual and personal wellbeing is compromised.

## Selection and Operation of Student Workers

(Providing Equal Opportunities to Many Students)

**1. Application and Initial Screening**

Applicants are screened through a student worker application form to verify eligibility.

1) A. Full-time Students
   a) Master's program: Must be enrolled in at least 9 credits.
   b) Bachelor's program: Must be enrolled in at least 12 credits.

※ Students nearing graduation who cannot maintain full-time status may work upon the request of the department head.

※ Students whose graduation is delayed due to incomplete Bible proficiency exams or portfolios may also work upon the department head's request.

2) Eligibility: Open to students from their second semester onward.

※ Exceptions: New students with relevant department experience may be specially selected if there are no other applicants.

3) Chapel Attendance

4) Academic Performance - Must have a GPA of 3.0 or higher.

**2. Interview and Final Selection** - Students are selected through a relative evaluation process during interviews.

**3. Work Contract** - All student worker contracts are for 6 months. Upon selection, a work contract is signed.

※ Renewal decisions are made after 6 months through a faculty meeting considering the department head's input.

**4. Departments Without Continuity Needs**

※ Departments that do not require continuity will refer to evaluation reports submitted by department heads every 6 months.

※ The maximum work period is 12 months, including selection and probationary periods, with an absolute maximum of 18 months.

※ Priority is given to students in their final semester.

**5. Departments Requiring Continuity**

※ Evaluation reports are reviewed every 6 months for decision-making.

※ Upon the department head's request, student workers may continue beyond one year.

※ Outgoing workers must train their replacements during the last two weeks of their term.

**6. Specialized Roles**

Positions such as filming, editing, website management, design, and accompaniment require skills cerification prior to selection.

**7. Maximum Working Hours for F1 Students**

※ 20 hours/week during spring and fall semesters.

※ 40 hours/week during summer and winter breaks.

## Student Clubs

Students are encouraged to form or join official student governments. Such clubs have the right to meet in unused classrooms or other campus space (after receiving approval from the student director to meet in a particular location and at a particular time) and to promote their clubs by posting flyers on bulletin boards (after receiving approval from the school office).

To apply for official recognition of a student organization, a minimum of three charter members (i.e. students who plan to join) must find a faculty advisor and submit an Application for Recognition of a Student Government to the Director of Student Affairs.

## Health Insurance

California Prestige University does not provide medical insurance. We therefore ask all students to acquire medical insurance. If you need help contacting an insurance agent, please ask the main office or SEVIS Officer for assistance.

## Medical Provisions

If you have a minor accident, a first aid kit is kept in the main office to help you. If you have a more serious medical need that demands immediate attention, the main office will arrange for your transportation to a doctor or hospital. If you have a medical need that does not require immediate attention, please discuss the issue with the Director of Student Affairs or the main office.

If you need to find a nearby urgent care facility (i.e. a facility that should be quicker and cheaper than a hospital, but not be suitable for major emergencies), you may go to.

Reliant Urgent Care (4.6miles)
11460 Telegraph Rd.
Santa Fe Springs, CA. 90670 1-888-312-6601

Immediate Medical Center (2.3miles)
15330 Valley View Ave.
La Mirada, CA. 90638 1-714-443-0300

Health Pointe La Mirada (1.7miles)
16702 Valley View Ave,
La Mirada, CA 90638 1-714-367-5390

Carbon Health Urgent Care Cerritos (2.7miles)
13299 South St, Cerritos, CA 90703

1-562-865-8750, carbonhealth.com

More serious medical emergencies need to be treated in a hospital emergency room. A nearby hospitals (with emergency room) are as follows:

Tel-Med Whittier Hospital (4.9miles)
9080 Colima Rd. Whittier, CA. 90605
1-562-945-3561

Norwalk Community Hospital (2.5miles)
13222 Bloomfield Ave Norwalk, CA 90650
1-562-863-4763

La Palma Intercommunity Hospital (3.5miles)
7901 Walker St. La Palma, CA 90623
1-714-670-7400

Keep in mind that any American hospital or emergency room has access to translators (e.g. on staff or via a telephone translating service). Also keep in mind that even if you have no insurance and no money, emergency rooms cannot turn away a seriously ill individual. They must treat you until you are out of danger. However, emergency rooms are more expensive than other medical facilities.

# Student Conduct

## Standards of Conduct

Failure to maintain standards of conduct appropriate to the mission of our school may result in suspension, expulsion, or denial of graduation (even if all academic requirements have been met). Note that a degree from CPU is perceived as a recommendation to a church for a ministry position. Therefore, a student's conduct is as important as his or her academic achievements in earning such a recommendation.

To graduate, students must participate in a local church, must not use illegal drugs, must not be involved in sexual immorality, or must not in other ways bring shame on the name of Jesus Christ. A student struggling with character issues is encouraged to meet with the Director of Student Affairs. A student who struggles with character issues (e.g. addiction) may still graduate if he or she shows satisfactory progress in dealing with the problems.

## Sexual Harassment

It is the policy of California Prestige University to maintain the university environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that California Prestige University is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of the university's spiritual and/or educational standards, objectives and goals; such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the university will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. University officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of California Prestige University not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to university policy may be personally liable in any claim brought against them.

A student, staff or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and they will work for resolution in such situations. Information on the University's Title IX grievance procedures is in the "Title IX at CPU" section of the CPU Catalog. In addition, it is advisable that the student, staff or employee contact the City of Santa Fe Springs Police Department to report the form of sexual harassment:
Title IX Coordinator: Sung K. Lee (John Lee), Director of Student Affairs · Office (562) 926-1023, ext. 312 · Fax (562) 926-1025 · E-mail: Johnlee@cpu.edu

Police Services Center 11576 Telegraph Rd.
Santa Fe Springs, CA 90670-9928
(562) 409-1850 * FAX 409-1854 * TDD 409-1855
Please call to confirm current hours.

## Weapons

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all campus grounds, except as authorized by law.

## Alcohol

Alcoholic beverages are forbidden on campus, except for use in connection with a course of instruction when the instructor has been authorized to use it by the Office/President.

## Alcohol and Drug Prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on campus property, during field trips, activities or workshops, and in any facility.

## Student Discipline

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of CPU. Students who do not maintain such standards will be required to undergo disciplinary procedures to restore and assist the students, which are outlined in the next section.

**Disciplinary Procedures**
The primary goals of discipline at CPU are restorative (i.e., not punitive) and the physical, emotional, spiritual maturation and protection of the individual and the CPU community.

The first step in student discipline is a meeting with the Director of Student Affairs to make sure the student understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the director of student affairs will provide the student with a written statement concerning the behavior that violates the standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies of CPU).

The second step is the Director's conversation with the student to understand the issues concerning the emotional, spiritual maturation and protection of the student and the CPU community.

The Director of Student Affairs will address a plan to assist the students to recover and restore themselves emotionally, physically, and spiritually. If the student does not follow through with the steps or plan of restoration, and there is no evidence of a change of behavior, the process will go forward through the following steps: probation, suspension and expulsion. The choice of an administrative withdrawal prior to expulsion will be determined by the y the Internal Vice President.

At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the Executive Council, which consists of the president and all the VP's and Chief Officers of CPU.

1. Probation defined:
   The director of student affairs may impose a probation in which the student is expected to show a development in responsible actions toward CPU and members of the community for a specified period. This may include limitations in our restriction on certain activities or privileges.
2. Suspension defined:
   In certain circumstances, the director of student affairs may immediately impose a suspension. A suspension may be imposed:
   To ensure the safety and well-being of members of the CPU community or preservation of CPU property:

To ensure the student's own physical or emotional safety and well-being; or
If the student poses a credible threat of disruption or interference with the normal operations of CPU.

During the suspension, the student will be denied access to the CPU campus (including classes) and/or all other CPU activities or privileges for which the student might otherwise be eligible. The director of student affairs will designate a specific length of time which is appropriate for the suspension. The suspension shall be extended only until such time as an adjudication can be completed and other sanctions (if any) imposed.

Suspension: The student is involuntarily separated from the school for a specified length of time. Absences from classes and chapels are not excused and academic work that is missed may not be made up. Administrative Withdrawal: The student is required to withdraw from the school without the privilege of returning until a time specified by the executive council.

Expulsion: The student is permanently separated from the school with a notation of the reasons for the termination in his/her file. No refunds are made, and the student will suffer the academic consequences of his/her actions.

When students are suspended or expelled for disciplinary reasons, there will be no refund of tuition for the semester and financial support may be canceled.

## Student Grievance Policy

Students may submit any grievances that they might have with respect to academic affairs or interpersonal relationships in writing to the Dean of Academic Affairs. Upon receipt of the grievance, the Dean of Academic Affairs will meet with the student. An effort will be made to resolve the grievance. If the grievance is not resolved satisfactorily, the student may appeal the decision to the Academic Affairs Committee. The Dean forwards the grievance to the Academic Affairs Committee for resolution. The decisions of the Academic Affairs Committee are final and are non-appealable.

The following principles and procedures governing dismissal will be used if the reasons for dismissal are due to moral inconsistencies, significant neglect of duties, behavior, attitudes that are not in harmony with CPU’s written policies, statements, standards, and ethical practices.

Dismissal of a student before graduation will be preceded by:

1. Discussions between the student and appropriate administrative officers (e.g., Dean of Academic Affairs or Deirector of Student Affairs) looking toward a mutual agreement
2. Informal inquiry by appointed faculty committee, which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the administration
3. A statement of charges framed with reasonable particularity by the Dean of Academic Affairs and submitted to a committee of faculty and administrators (i.e., an ad hoc Grievance Committee consisting of director of student, academic dean, one student selected by the Dean of Academic Affairs, and one student selected by the student who has a grievance). Pending a final decision by the committee, no overt action relative to the student's activity is to be taken.

If a student has a grievance or a challenge to disciplinary or dismissal actions that she/he wishes to pursue through special procedures, he should inform the academic dean. The Dean of Academic Affairs will form the ad hoc Grievance Committee consisting of the Director of Student Affairs, one student selected by the Dean of Academic Affairs, one student selected by the student with a grievance, and the Dean of Academic Affairs him or herself. The student with a grievance will write a report detailing his grievance and suggesting any desired changes. The committee will have a meeting to discuss the grievance, reasons the school administration has been pursuing its present course and determine any more investigation that is needed. A second meeting will be scheduled which will allow the committee to ask questions of the professor and the administration. Proposals for recourse, change or for dismissing the grievance without recourse or change will then be written and voted on by secret ballot. The Director of Student Affairs will inform the committee of the vote tally. The vote of the committee will decide the matter unless the Director of Student Affairs asks the board to review the case (including minutes and vote tally). In case of a tie vote, the Director of Student Affairs will make the decision. Careful minutes to both meetings should be kept including the results of the vote tally. If any student feels he or she has been injured by a colleague, he should discuss the matter with the Dean of Academic Affairs. If the aggrieved student wishes to pursue the matter further, it will be the function of an appointed committee composed of the Director of student, Dean of Academic Affairs and one student to examine matters carefully and render a recommendation to the Director of Student Affairs.

## Student Complaints

A student or any member of the public including prospective students may file a complaint about the school with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (tollfree elephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov If a student has grievances which he or she cannot work out with the school, he or she may call or write to:

Bureau for Private Postsecondary Education Mailing Address:
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

## Emergency and Campus Crime

Any student in an emergency should call 911. If a student needs assistance, ask the Office of the Director of Student Affairs. On campus, crime is very scarce. However, students are encouraged to walk in groups and watch one another.

## Student's Rights and Due Process

A student who believes that disciplinary procedures are unwarranted or unfair has the right to due process. The sequence of steps starts with a meeting with the Director of Student Affairs to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the Director of Student Affairs will provide the student with a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the later three steps begin, a student may notify the Dean of Administration that he or she wants to appeal his or her case to a committee of disinterested faculty and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative faculty council. Concerning discipline and due process, the student has the following rights:

- The student has a right to know the charges against him and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of disinterested faculty (two) and students (preferably two members of the student government) and the Director of Student Affairs. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the president and a copy will be given to the student.
- The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the president and a copy will be given to the student.

## Confidentiality of Education Records

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), California Prestige University will disclose information from a CPU student's education records only with the prior written consent of the student—except that the student's education records may be disclosed without consent to CPU officials having a legitimate educational interest in the records as well as to third parties specifically authorized by FERPA.

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by California Prestige University. All CPU students have the following rights regarding their education records:

1. To have access to their education records.
2. To consent to release a record to a third party.
3. To request nondisclosure of directory information.
4. To seek amendment of information which the student demonstrates is inaccurate.
5. To be notified of their privacy rights.

6. To file complaints with the U.S. Department of Education concerning alleged failures by CPU to comply with FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
Washington, DC 20202-4605

## Statement of Compliance

California Prestige University is in full compliance with Title VI and VII of the Civil Rights acts of 1964 and Title IX of the Educational Amendments of 1972. The institution does not discriminate based on race, color, national origin, or sex in any of its policies, practices, or procedures.

# Admissions

## Admission Procedure

**Requirement for Bachelor and Master's degree**

Applications for admission are accepted until one week prior to the new academic year. In addition to the application for the appropriate desired program, all applications must be submitted through the Populi Online Application System only. Applicants must complete the Populi application for their desired program and upload the following required documents:

1. Upload a recent I.D. photo with a white background
2. Official certificate of graduation
3. Official transcripts:
4. Bachelor's applicants: Minimum GPA of 2.0 (on a 4.0 scale); high school diploma or GED required.
5. Master's applicants: Minimum GPA of 2.5 (on a 4.0 scale).
    - Statement of Christian faith: Personal faith, calling, and reasons for applying.
    - One letter of recommendation from a pastor, submitted through Populi (entering the pastor's email in Populi will automatically request and collect the letter).
6. For F-1 applicants:
    - Proof of financial ability (e.g., bank statement issued within the last 3 months).
    - Financial affidavit confirming ability to provide sufficient funds in U.S. dollars for tuition, room and board, and a round-trip ticket to the applicant's home country.
7. If unable to self-fund, sponsorship is required from an approved organization, agency, or individual assuming full financial responsibility for the entire cost of the program.GPA requirements for admission to graduate degree programs:
    master's degree: 2.5 (out of 4.0) / bachelor's degree 2.0 overall GPA (out of 4.0)

**Program Specific Requirements**

**1. Bachelor's Programs (BA)**

- High school diploma or GED required
- Minimum cumulative GPA: 2.0/4.0

**2. Master's Programs**

- Minimum GPA: 2.5/4.0
- Bachelor's and/or master's degree must be from an institution authorized by a government or accredited by an agency recognized by the U.S. Department of Education, the Korean Ministry of Education, or an equivalent authority in the applicant's country.

**3. Doctoral Programs**

- Ph.D.C.S. / D.ICS
- Applicants must have one of the following:
  - M.Div. plus 5 Intercultural Studies courses, or
  - M.A. in Intercultural Studies, or
  - Another master's degree plus 5 Intercultural Studies courses
  - 
- Additional requirements (submitted through Populi):
  - Statement of faith and calling
  - Two recommendations (one pastor, one professor)
  - Master's cumulative GPA of 3.4/4.0 or higher
  - Minimum of 5 years of cross-cultural ministry or pastoral experience after commissioning or ordination (the committee may also consider the spouse's experience, if applicable)
  - A 15–20 page academic writing sample
  - A 250–300 word Research Interest Statement
  - Two book reports (2 pages each)
  - A 1-2 page missions-related reading list (author, title, publisher, year)
  - Copy of government-issued ID

- Doctor of Ministry (D.Min.)
  - M.Div. or equivalent degree
  - Minimum GPA 3.0 or higher
  - At least 5 years of ministry experience
  - Preliminary research proposal
  - Two recommendation letters (pastor and professor)
  - Courses may be taught bilingually in Korean and English (with texts and materials in both languages)

- Doctor of Psychology (Psy.D.)
  - Master's degree in counseling psychology, coaching, or spirituality; or completion of at least two courses in those fields.
  - A recognized coaching license may substitute for a coaching course (e.g., ICF ACC; Korea Coach Association KAC).

## Ability to Benefit

CPU does not accept students who do not have a high school diploma or GED.

## Language Proficiency

**Korean proficiency**
Since most instructions in class are conducted in Korean, proficiency in Korean is required. High school diploma or College diploma from Korean speaking educational institution will suffice. Students who do not have such a diploma will be interviewed by the Dean of Academic Affairs in order to evaluate proficiency. Some of the classes are taught in English and Korean.

**English proficiency**
English language proficiency is required for F-1 students entering English programs whose first language is not English

## Spiritual Standard

The goal of California Prestige University is to cultivate the spiritual life of each student and to prepare each student for Christian Service. It is required that the applicant (B.A.Th., M.Div., MAICS, Ph.D.C.S, and D.ICS) must be a born- again believer, and the application procedure requires a written statement of personal testimony to that effect. It is usually advisable for a student to be baptized at least one year before applying for the graduate program at California Prestige University.

## Readmission

Any student who fails to register for more than 12 months must apply for readmission before returning to California Prestige University. The student who applies for readmission must follow the admission procedures.

## International Students

California Prestige University is authorized under federal law to enroll nonimmigrant international students by the issuance of SEVIS I-20 Form as certification of eligibility for admission. Please note that CPU does not accept F-1 students for D.ICS, D.MIN, and Psy.D. programs. International students must follow the following procedure:

- Download an application for their degree program.
- Send in an application and all required documents and financial payment.
- Be approved for their degree program.
- Receive an I-20.
- Receive an F-1 visa to attend as a non-immigrant international student.
- Arrive approximately within 30 days of when the semester begins.
  (It is mandatory that you make an appointment and visit the Dean of Academic Affairs and SEVIS officer)
- Receive counseling regarding their studies in the United States, and an updated I-20, indicating their registration and attendance.
- Update any information changes:

New address
Spouse or children information new child
Legal employment needs
CPT, OPT, or OCE
Change of employment
Unemployment Marital status
Traveling in and out of the U.S.A.
Transferring out of CPU
Change of status

CPU is authorized by the U.S. Government to issue the I-20 form for visas from foreign countries. Once the international applicant is accepted, CPU will send various documents including the I20 form. The new student, including transfer student is required to pay$150.00 of I-20 initial processing fee before CPU processes I-20.

International students must enroll as full-time students, meaning that an undergraduate student must take at least 12 units per semester and Master student 9 units and ELSP student 5 classes (20 hours per week). However, CPU does not accept F-1 students for D.ICS, D.MIN, and Psy.D. programs.

Those who have an E Visa, R visa and H visa, and their spouses are allowed to study at CPU. Students studying under an E, R and H visa must carefully watch when their nonimmigrant visas expire and allow 3-4 months for a change of status application to process, and final decision rendered.

CPU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must recognize that the application of a change of status does not guarantee approval of the change of status. CPU is not responsible for SEVIS's final decision.

CPU reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior is not corrected and does not comply with established standards and regulations. Students who have been suspended or terminated can be reinstated only upon approval of the Dean of Academic Affairs or ELSP director and SEVIS Officer.

Please direct other questions relating to international students to the SEVIS officer.

## Non-discriminatory Policy

CPU seeks a diverse student body. Everyone has equal opportunity and access to CPU's educational programs and activities. The school does not discriminate based on race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that CPU provides. CPU complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

# Financial Information

## Tuition and Fees

**Tuition (per unit) for:**

Bachelor: $290.00
M.Div.(inclusive of in Coaching & in Chaplaincy) $343.00
M.Div. in Culturally Competent Pastoral Leadership $475.00
Master of Business Administration $475.00
MA in Marriage, Family Therapy $450.00
Master's (other) $320.00
Ph.D. $600.00
Doctor of Psychology $550.00
Doctoral (other) $450.00
Certificate for English Speaking Pastoral Leadership $475.00
Certificate of Chaplaincy $343.00
ELSP $440.00 /course

**Fees**

Application fee: $100.00
Enrollment fee: $100.00
Re-admission fee: $100.00
Registration fee (every registration): $100.00
Student portal service (every registration)

Doctoral Program: $56.00
Other Program $74.00
Transfer Credit Evaluation fee $50.00
S.T.R.F.(Student Tuition Recovery Fund) $0.00 per $1,000 of
institutional charges
(*The projected STRF assessment is subject to change in accordance with BPPE policy.)
Student activities fee: $50.00 /year
(on-campus B.A. & Master student)
Graduation fee (B.A. and Master): $200.00
Graduation fee (Doctorate): $500.00
Continuation fee for B.A. & Master $500.00
Continuation for Doctorate(DICS, Ph.D. & Psy.D.) $250.00
D. Min. Capstone Project Extension fee $1,000.00
D. Min. Dissertation evaluation fee $800.00
Deferred payment plan fee: up to $30.00
Late Registration fee: up to $100.00
$30.00 after registration
$50.00 until 1st week of class
$100.00 thereafter(2nd week)
Add/Drop a course fee(1st week of class): Free for the 1st change, $10.00 per request thereafter.

Missing registration penalty(per course): $300.00
Degree program change fee $200.00
Official transcript fee (per copy): $10.00
Student I.D. Card (Optional) $25.00
Athletics fee(if applicable) $4,250/semester
ELSP test (scheduled test date): $25.00
ELSP test (non-scheduled test date): $100.00
Refund of fees: If a student cancels through attendance at the first class session or the seventh business day after enrollment, whichever is later, CPU will refund 100 percent of institutional charges paid, less only a reasonable deposit or application fee, if any, not to exceed $250. After the cancellation period, the fees listed above and the auditing fee are not refunded, except as required by law or as stated under Refund of Tuition.

## Auditing fee (per unit)

<B.A. and Master courses> Non-students only: amount per unit
Enrolled students & Alumni: $100.00
<Doctorate course> Non-student only: amount per unit
Enrolled students & Alumni $200.00
ELSP does not provide audits.

## I-20 and SEVIS Fees

(Note: This is not I-901 fee paid to USCIS for student F-1 visa. This is our processing fee.)
Student transferring in: $100.00
OPT, OCE processing fee: $150.00
I-20 reissue fee: $50.00
Student changing educational level (I-20 fee): $100.00
Program extension fee: $100.00

Student transferring out: $0.00
Authorization to drop full-time: $0.00
Note: The First mailing for I-20 is free.
Additional mailings- all overseas or interstate mails must be paid for by a student.
All applications mailed to the USCIS must be paid for by the students. Envelopes and labels will be provided for the student without charge.

## Total Charges for Attendance of 2026-2027

(The payment of the STRF fee is determined according to BPPE policy.)

| Course | Grauation Credit Requirements | Standard period of study | Full-time units | Total charges for the full-time attendance period (Spring and Fall semester) | The Estimated total charges for the Standard Period of Study (Psring and Fall Semester & Summer intensive) |
|---|---|---|---|---|---|
| B. A. Th. | 128 | 4 years | 12 units | $7,458 | $39,708 |
| B.A. Ed. | 122 | 4 years | 12 units | $7,458 | $37,968 |
| B.A.F.C. | 120 | 4 years | 12 units | $7,458 | $37,388 |
| B.A.G.B.A. | 122 | 4 years | 12 units | $7,458 | $37,968 |
| B.A.G.B.A.(w/ athletics) | 122 | 4 years | 12 units | $15,800 | $63,200 |
| B.A.S.W. | 129 | 4 years | 12 units | $7,458 | $39,998 |

| | | | | | |
|---|---|---|---|---|---|
| M.Div. (incl. of in Coaching & Chaplaincy) | 83 | 3 years | 9 units | $6,672 | $30,535 |
| M.Div. C.C.P.L. | 74 | 3 years | 9 units | $9,048 | $37,216 |
| M.B.A. | 42 | 2 years | 9 units | $9,048 | $21,394 |
| M.A.C.P. | 48 | 2 years | 9 units | $6,258 | $16,804 |
| M.A.ICS | 43 | 2 years | 9 units | $6,258 | $15,204 |
| M.A.P.C. | 36 | 2 years | 9 units | $6,258 | $12,964 |
| M.A.M.F.T. | 72 | 3 years | 9 units | $8,598 | $34,416 |
| D.Min. & D.I.C.S. | 32 | 2 years | 8 units | $8,112 | $16,844 |
| Psy.D. | 46 | 3 years | 8 units | $9,212 | $27,304 |
| Ph.D.C.S. | 48 | 3 years | 8 units | $10,512 | $30,804 |
| Certificate of Chaplaincy | 12 | 2 years | 3 units | $1,408 | $4,636 |
| Graduate Certificate of ESPI | 18 | 1 years | 9 units | $8,998 | $8,998(Sp. & Fall) |
| Graduate Certificate in Entrepreneurship of New Ventures | 18 | 1 years | 9 units | $8,998 | $8,998(Sp. & Fall) |
| ELSP | 1,800 hrs | 2 years | | $7,222 | $14,344 |

## Payment Policy

Tuition is expected to be paid in full either at the time of registration or before the end of the first week of classes. Those students who are unable to pay the tuition may ask to be considered for the deferred payment plan.
A student is not considered registered and cannot continue to attend classes until he either has paid all educational costs or has been approved for the deferred payment plan. If students don't pay whole or partial tuition by the end of the first week after school starts, they can't take a class.

## Deferred Payment Plan

A student may elect an optional up to three (3) payments plan. Please note that a special handling fee of$10.00 per time will be required for this plan.
One-third of the tuition plus a special handling fee is due on the last day of registration. A second one-third payment is due during the fourth week. The final payment is due during the eighth week. When students want to use a deferred payment plan, they should pay by cash, check or wire transfer with any wire transfer fees.

**Late charge fees:**

$50.00 will be charged to the student who fails to make a payment after every scheduled payment due. Another$50.00 per month will be charged to the student who fails to make a payment after Student Handbook 38 the final due date. For example, if a student made the first payment at the spring registration but failed to make the second payment at the fourth week and the third payment during the spring semester, the student paying for the fall registration will be responsible for$50.00 late fee for each missing payment during the spring semester, then$50.00 for each month they failed to make the final payment after the spring semester ended. Therefore, they could owe: $100.00 (March and April),$50.00 for each month (May, June, and July), and therefore owe:$250.00.

## Cancellation, Drop, and Withdrawal Policy:

**Student's Right to Cancel**
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Thereafter, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

To cancel the enrollment agreement or withdraw from the institution, a written notice of cancellation, drop, or withdrawal must be submitted to the Office of the Registrar:
Main Office, 15605 Carmenita Rd., Santa Fe Springs, CA. 90670

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Refund of Tuition

The student has a right to a refund of tuition. If cancellation is made through attendance at the first-class session or the seventh business day after enrollment, whichever is later, the institution will refund 100 percent of institutional charges paid, less only a reasonable deposit or application fee, if any, not to exceed $250, as permitted by law. Any refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date. Students receiving Federal Financial Aid are subject to the return calculation first.

The date when the registrar receives the official Add/Drop form determines the date of withdrawal.
Failure to attend class is not withdrawal. Refund schedule for dropping courses; Fall/Spring Semester

- 100% refund until attendance at the first-class session, or the seventh day after enrollment, whichever is later. The course is completely taken off the student's transcript, with no record of ever registering for the course.
- Thereafter, pro-rated refund if completed 60 percent or less of the scheduled hours. A student needs to acquire the signature of the Academic Dean in order to withdraw from a course. When a student withdraws from a course, the student will receive a "W" on their transcript.

**Summer Session or intensive class**

- 100% refund before afternoon class on the first day. The course is completely taken off the student's transcript, with no record of ever registering for the course.
- Thereafter, pro-rated refund if completed 60 percent or less of the scheduled hours. A student needs to acquire the signature of the Academic Dean to withdraw from a course. When a student withdraws from a course, the student will receive a "W" on their transcript.

(Example) if a student withdraws a course after 18 hours out of 45 hours (3 credits x 15 weeks) and its tuition is$840, the refund will be: $840-$840 x 18/45 credit hours=$504.

When a student withdraws from CPU, he shall be deemed to have withdrawn when following occurs:

- The student notifies the Registrar of his intent to withdraw.
- CPU terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulation of the institution; and/or failure to meet financial obligations.
- The student has failed to attend all classes for three consecutive weeks and failed to inform the school that he is not withdrawing.
- The student fails to return from a leave of absence.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received Federal Student Financial Aid funds, the student is entitled to a refund of monies not paid from Federal Student Financial Aid program funds.

Note: If cancellation is made through attendance at the first-class session or the seventh business day after enrollment, whichever is later, the institution will refund 100 percent of institutional charges paid, less only a reasonable deposit or application fee, if any, not to exceed $250, as permitted by law.

## OSAR Statement

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

## Scholarship

Every semester, California Prestige University awards scholarships to worthy, qualified students. The total scholarship amount cannot exceed the student's total amount of tuition. The recipients will receive the credit for the amount of the scholarship toward their tuition (Detailed information on scholarship aid is available at the main office, or from the Director of Student Affairs).

**Scholarship Committee**

The Scholarship Committee has the task of screening the awarding of scholarships. The External Vice President is the Chairperson for the scholarship committee. The External Vice President is responsible for the overall coordination and direction of the scholarship program.

The committee is composed of the following officials: the External Vice President, Chief Academic Officer, Director of Student Affairs, Director of Financial Aid, Director of Office Management, Campus Chaplain and the Directors of the Undergraduate.

All scholarships are selected and awarded each semester (Fall/Spring) based on the student's enrollment. Undergraduate students must be enrolled in at least 9 credits, and graduate students must be enrolled in at least 6 credits. Students must reapply each semester. All scholarships are provided as tuition credits rather than cash payments. Therefore, students in their final semester may not be eligible for a scholarship if there is no remaining tuition balance to which the scholarship can be applied. Academic scholarships based on academic performance are exempt from this restriction.

CPU offers scholarships for spouse /family members, pastors/missionaries, children of pastors/missionaries, and family members of faculty and staff (please refer to the tuition and fees guide). CPU also offers limited scholarships to students based on financial need. Students who qualify for more than one scholarship may not be able to receive all of them. The Scholarship Committee will determine which scholarships can be awarded according to the school's scholarship policy. Various types of scholarships are available for students (please see the Scholarship Chart for details https://cpu.edu/video-home/tuition-fee/scholarships).

**Academic Achievement Scholarship:**

- Open to BA and Master's students (BA: 12 credits, Master's: 9 credits).
- Must have a minimum GPA of 3.0 from the previous semester.

If a program has 15 or more full-time students, one eligible student will be selected by the Scholarship Committee to receive a $1,000 scholarship.

If a program has 20 or more full-time students, an additional eligible student will be selected by the Scholarship Committee to receive a $500 scholarship.

The Scholarship Committee will determine the recipients based on the applicable scholarship criteria and the school's scholarship policies.

If two or more students have the same academic standing, the following criteria will be used to determine the scholarship recipient.

1. Highest Cumulative GPA (from the previous semester)
2. Most credit-bearing courses completed in the previous semester
3. Highest overall percentage grade
4. Highest chapel attendance rate
5. Joint award (if all criteria remain tied)

**Financial Need Scholarship:** Students who have financial needs are invited to obtain an application from the school office. They are to complete the application and submit it to the Student Director. The Scholarship Committee will consider the applications for the following academic semester.

**Designated Scholarship:** A church or organization may choose a student to support, or they may provide a scholarship for a particular type of student which will be announced when available. Students should see the Director of Bachelor Programs to apply for a designated scholarship.

**Ministry Scholarship:** provides tuition discounts to support the educational endeavors of families and staff members within our community. This includes:

To be eligible for Ministry scholarship, all scholarship recipients must enroll in a minimum of 6 credits during the semester

- **Student Representative Scholarship:** Department representatives (B.A., M.Div., MACP, MAICS, MAPC) receive $300/semester
- **Support for family member of Full-Time Students:** 15% off tuition
- **Full-time Faculty & Staff (and Dependents):** 50% Off Tuition
- **Tuition for missionaries and their spouses :**30% off tuition (enrolled in 6 or more units)
- **Tuition for pastors and their spouses:** 15% off tuition
- **Tuition for dependent of missionaries and pastors:** 15% off tuition (under 21 years old)
- **New Student Recommendation Scholarship:** $200 scholarship per course will be awarded to the student who makes the referral, for up to three courses, provided that the referred student successfully completes the semester in which they enroll. The referring student will receive the scholarship as a tuition credit for the following semester.
- **Founders Scholarship:** Selected by the Scholarship Committee among currently enrolled theology-related students (B.A.Th., M.Div., MAICS) New Student Scholarship: Students entering or transferring into the Undergraduate Programs and taking three or more classes will receive a scholarship equivalent to one class (available only to students who are not receiving any other Grant benefits.).

## Financial Aid (TITLE IV)

Federal Student Aid (FSA) is available for eligible students. We are committed to helping students apply and receive FSA based on their eligibility.

CPU offers the Federal Pell Grant, Federal Supplemental Education Opportunities Grant (FSEOG), Federal Work Study (FWS), and Federal student loan program.

**Federal Pell Grant** is a form of need-based federal financial aid that typically does not have to be repaid, which makes it highly desirable. It is awarded by the U.S. Department of Education to help eligible low-income students pay for college costs, including tuition, fees, room and board, and other educational expenses.

**Federal Supplemental Education Opportunities Grant (FSEOG)** program provides need-based grants to help low-income undergraduate students. The students with “exceptional need” (those with the lowest Expected Family Contributions, or EFCs) have priority.

**Federal Work Study (FWS)** provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses.

**The Federal student loan** program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender.

Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

Funds received from either of the loan programs are subject to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.
If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

- Direct Subsidized Loans (Interest earned while in school and during grace period is covered by the USDE) are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance) are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO UNITS HISTORY AND FUTURE BORROWING POWER.

**Eligibility Requirements**
You must:
- demonstrate financial need.
- be a U.S. citizen or an eligible noncitizen.
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Your registration status with Selective Service no longer affects your eligibility to receive federal student aid. For general information about registering, call Selective Service toll-free at 1-888-655-1825 or visit sss.gov
- be enrolled or accepted for enrollment as a regular student in an eligible degree or **certificate** program.
- maintain satisfactory academic progress and attendance

- provide consent and approval to have your federal tax information transferred directly into your 2025–26 Free Application for Federal Student Aid (FAFSA®) form, if you're applying for aid for July 1, 2025, to June 30, 2026
- On the 2025–26 FAFSA form, a contributor refers to anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA form. If a required contributor doesn't provide consent and approval to have their federal tax information transferred into your FAFSA form, you won't be eligible for federal student aid—even if they manually enter tax information into the FAFSA form.
- sign the certification statement on the ***Free Application for Federal Student Aid (FAFSA)*** stating that
- you are not in default on a federal student loan and do not owe money on a federal student grant and
- you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by
- having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate.
- completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or

To apply for Title IV aid, a student must submit a Free Application for Federal Student Financial Aid (FAFSA). This is required for all students who wish to receive FSA. Through an established formula a student's need is calculated based on an analysis of household and financial information from the FAFSA.

**Federal Deadline**
FAFSA applications must be received by June 30 in the year for which the application is intended for. The earlier you file, the more grant money you are likely to receive. You should start applying as soon as the FAFSA for that year opens.

**Applying for Financial Aid**
Financial aid is funding that will help you and your family meet college expenses such as tuition, fees, books, supplies, etc. The basic sources of aid are grants, scholarships, and employment.
You and your parents (if you are dependent) are still considered the primary source of funding for these costs. Financial aid is intended to fill the gaps where you and your parents might fall short in paying for your education.

Follow these three steps to apply for financial aid:

1. Submit the FAFSA.
- All students who wish to be considered for federal and state financial aid must complete a FAFSA (Free Application for Federal Student Aid). The FAFSA or Renewal FAFSA should be completed https://studentaid.gov.
- Students whose FAFSAs are received by the priority filing date are given first consideration for some federal financial aid programs that have limited funds.
- CPU's school code for the FAFSA is 041228.

- Retain the printout of your confirmation page after submitting your FAFSA online. This is your proof that you applied. Save to your computer a copy of the FAFSA submitted online or retain a copy of the paper FAFSA or Renewal FAFSA for your file.

2. Check your email.
- Within approximately two weeks after submitting your FAFSA online you should receive a SAR (Student Aid Report) indicating that your FAFSA has been processed and sent to the institutions you designated. Check the SAR for accuracy, and make sure that CPU is listed as the school you plan to attend.

3. Submit all requested documents.
- Upon receipt of your electronic FAFSA data from the federal processing center, we will mail you a letter requesting documents needed to complete your file. SUBMIT all requested documentation promptly. You may be asked to submit copies of tax transcripts or other documentation to complete your financial aid application. Respond promptly to these requests (and any follow-up requests) to assure timely processing of your application. Please check your e-mail often to see if there is any other correspondence from the Financial Aid Office. The Financial Aid Office uses the PRIMARY email address registered with Admissions.
- To stay compliant with federal regulations, the financial aid office must determine if your high school credential is valid. You must also submit all previously attended college transcripts to be a fully admitted student, whether or not you plan on transferring any of the credits to your new degree/diploma at CPU.
- Once documentation is received by the financial aid office, it takes approximately 2-3 weeks to process. Please plan accordingly.
- The Financial Aid office is available to assist students with the application.

**Award Notifications**: Financial aid award packages are e-mailed to those students whose files are complete by the priority date.

**Award conditions and responsibilities**: Be sure to read the emails for conditions attached to your award. Every student must keep minimum requirements for attendance and grades (above GPA 2.0).

**Financial aid disbursement**: Financial aid is awarded by the Financial Aid Office but is disbursed by the CPU Business Office. If you have financial aid that amounts to more than your tuition/fees, the balance will be given to you by a check. Financial Aid awards made for the academic year are usually disbursed in two installments; one each semester, assuming you are registered for the number of hours on which your financial aid award was based.

If you have any questions, please stop by the campus office or call at 562-926-1023(Ext. 302) or e-mail us at Fsa@CPU.edu.

**Reapplying for Financial Aid**

*You must apply for federal student aid for every school year that you attend.*

To reapply, you should submit a Free Application for Federal Student Aid (FAFSA). If you submitted a FAFSA previous year and you are eligible to complete a Renewal FAFSA, you may choose to have most of the questions pre-filled with the information you provided. Simply updating the information for the new school year on a Renewal FAFSA may be faster. However, the Renewal FAFSA is available solely for your convenience. If you prefer to start fresh with a new FAFSA, you are free to do so.

To reapply, click Login on the home page to log in to FAFSA on the Web, and then click FAFSA Renewal

- Please note the amount of Federal Pell Grant funds ***you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding***. Since the maximum amount of Pell Grant funding that a student can receive each year is equal to 100%, the six-year equivalent is 600%.
- Percent used: To determine how much of the maximum six years (600%) of Pell Grant you have used each year, the U.S. Department of Education (ED) compares the actual amount you received for the award year with your scheduled award amount for that award year. Of course, if you receive the full amount of your scheduled award, you will have used 100%. It's possible that you might not receive your entire scheduled award for an award year. There are several reasons for this, the most common of which are that you are not enrolled for the full year or that you are not enrolled full-time, or both.
- If you did not receive the full amount of your scheduled award, we calculate the percentage of the scheduled award that you did receive. For example, if your scheduled award for an award year is$5,000, but because you were enrolled for only one semester you received only$2,500, you would have received 50% of the scheduled award for that award year. Or if you received only$3,750 for the award year because you were enrolled three-quarter-time and not full-time, you would have received 75% for that year.

The following site provides more guidance when filing applications https://studentaid.gov

**Financial Aid Application Guidance**
The Financial Aid Office at CPU is here to assist students with completing their financial aid package. Our hours for drop-in are:
Monday – Friday 9am-5pm (hours are subject to change.)

Starting with the 2024-2025 school year, students and families will see a different measure of how their financial aid eligibility is calculated.

The Student Aid Index (SAI) is a new formula that takes into account some new factors:
- Removes the number of family members in college from the calculation
- Allows a negative SAI which increases likelihood of more Federal/State funding
- Overhauls the criteria for Federal Pell Grant eligibility so that more students may qualify for it

*Beginning with the 2024-2025 school year, students completing the Free Application for Federal Student Aid (FAFSA) form will no longer be directed to the IRS to get tax records for income verification.

*You won't be able to access the FAFSA® form without a StudentAid.gov account.

*Beginning with the 2024–25 FAFSA® form, each of your contributors (if you have any) will be able to create a StudentAid.gov account even if they don't have an SSN.

*Anyone who provides information on your FAFSA® form will be considered a contributor.

*Being identified as a contributor on the FAFSA® form won't make your family member responsible for paying for your education costs.

*You must provide consent and approval to be eligible for federal student aid.

*The formula used to determine your financial aid eligibility is changing.

*The Student Aid Report is now the FAFSA Submission Summary.

If your financial situation has changed due to unemployment or death of a family member, please contact the Financial Aid office for instructions.

Students often ask why they are required to provide parent information if the student lives on his/her own. Federal regulations require students to provide parent information unless they meet any of the following criteria.

- They are at least 24 years of age
- They have children whom they financially support more than 50%
- They are a member of the Military or Veteran
- They are married
- They are documented homeless
- They were a Ward of the Court, Foster Child, in a Legal Guardianship or Legally Emancipated Minor before the age of 18
- They are an orphan

If you have a special situation that may justify a dependency override, please schedule an appointment with the Director of Financial Aid, Sunny Kim.
Tel.number : 562-926-1023 (ext.302), fsa@CPU.edu

**Professional Judgement Policy & Procedures**
The Free Application for Federal Student Aid (FAFSA) does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. To remedy this, Congress, through The Higher Education Act (HEA) of 1992, delegated to school's financial aid administrators to make professional judgment decisions when there are special or unusual family or student circumstances that may call for adjustments in determining a student's eligibility for financial aid. Circumstances requiring professional judgment will be analyzed on a case-by-case basis and will be documented.

Professional judgment refers to the authority of a school's financial aid administrator to adjust the data elements on the FAFSA.

The Director for Financial Aid may exercise professional judgment and change elements in the federal need analysis to account for circumstances that he/she feels have not been adequately considered in the original FAFSA. The Director for Financial Aid has the final authority in making professional judgment decisions. There is no appeal. By law, neither

the school's president nor the U.S. Department of Education can override the financial aid administrator's decision. (Higher Education Act of 1965, Sections 479A and 480(d) (7).

The FAFSA Simplification ACT distinguishes between different categories of professional judgement by amending section 479A of the HEA.

- Special Circumstances
- Unusual Circumstances

A student may have both a special circumstance and an unusual circumstance. Financial aid administrators (FAAs) may make adjustments that are appropriate to each student's situation with appropriate documentation.

**Circumstances that may warrant a professional judgment decision include, but are not limited to the following:**

- Parent's death or divorce for dependent students; death of or divorce from spouse of independent students.
- Significant loss of income/loss of employment
- Loss of untaxed income/benefits (e.g. disability, child support, or other benefits)
- Excessive medical expenses (not covered by insurance)
- One-time taxable income used for life changing event (e.g. IRA, pension distribution)
- Other special circumstances not listed

**Circumstances that are NOT considered extenuating include, but are not limited to:**

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

**Requesting a Professional Judgment Review:**

Student should submit the signed Professional Judgement form, along with all supporting documents establishing the special circumstances for which an adjustment is sought, to Financial Aid.

After receiving a professional judgment request, the Financial Aid Office will first examine the request to determine whether the requested adjustment, if granted, will impact a student's financial aid package before going through the formal professional judgment decision process.

**Verification**

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled. The school requires that these policies are

made available to all applicants for financial aid, as well as prospective students upon request.
This procedure is part of the Admissions process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for
Title IV programs. Under the regulations, the school may not disburse PELL grants until completion of verification.

California Prestige University shall verify 100% of those students selected by the CPS system for verification.

**Verification Exclusions**
A selected application may be exempt from some or all of the verification requirements due to certain unusual circumstances. Except in the case of the student's death, however, none of these verification exclusions excuses the school from the requirement to resolve conflicting information.

1. Incarceration. A selected application does not have to be verified if the student is in jail or prison at the time of verification.
2. Recent immigrant. A selected application does not have to be verified if the student is an immigrant who arrived in the United States in a certain year.
3. Spouse unavailable. A school isn't required to verify spouse information (or to obtain the appropriate signature for verification purposes) if any of the following conditions apply:

- The spouse is deceased or mentally or physically incapacitated.
- The spouse is residing in a country other than the United States and cannot be contacted by normal means.
- The spouse can't be located because his or her address is unknown, and the student cannot obtain it.

**Applicant verified by another school**
If the student completed verification for the current award year at another school before transferring, all the following documents must be provided by letter from that school in order to document a student's eligibility for verification exclusion. The letter must include:

- a statement that the student's application data have been verified,
- the transaction number of the verified application, and
- if relevant, the reasons why the school was not required to recalculate the student's EFC (for example, the application errors may have been within the allowable tolerance).

Required Verification Documents: Examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- household size
- number enrolled in college
- adjusted gross income (AGI)
- U.S. income tax paid, and
- certain untaxed income and benefits

**Time Period for Providing Documentation**
It is a federal regulation that our institution receives the required verification documents no later than 90 days after their last date of enrollment for the award year. Financial aid cannot be awarded after a term for which you are enrolled has ended.

If the student cannot provide all required documentation, the school cannot complete the verification process. The school must then advise applicants that they are not eligible for financial aid funds.

**Applicant Responsibilities**
To be eligible to receive Title IV funds, we require applicants to provide requested information during the time-period(s) specified in these policies.

If a student's FAFSA is selected for verification after already receiving an award and the student fails to complete the verification, financial aid will be retracted, and the student will be billed.

The Financial Aid Office will compare all required documents to your information from the FAFSA. If necessary, corrections will be made. If corrections to a student's FAFSA result in a change in the amount of financial aid that was initially awarded, our office will generate a revised financial aid award.

Applicants must certify that the following items are correct as listed on the original application; or, if not correct, must update the information as of the date verification:

- Number of family members in the household
- Number of family members in the household enrolled as full-time or part-time students at postsecondary institutions
- Change in dependency status
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.
- This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any extra award amount, or any award discovered during verification for which he/she was not eligible.

**Referral Procedure**
The school shall forward it to the Secretary of Education for referral on fraud cases.
Disbursement Information

All Grant funds will be posted to your account for use against tuition and book charges. All awards are based on your continued progress in your program of study. Aid will be suspended for lack of satisfactory academic progress.

After you are notified by email that you have an estimated award offer, you must access your Campus Ivy account and accept or decline each financial aid award item with your e-signature.

If you do not accept any aid, funds will not be disbursed unless aid is accepted. If aid is not accepted within 30 days of the offer, your award may be canceled.

WARNING: *YOU MUST ATTEND ALL OF YOUR CLASSES TO BE ELIGIBLE FOR FUNDS FROM FEDERAL GRANTS! YOU MUST DROP YOUR CLASSES PRIOR TO THE FIRST DAY OF CLASS IF YOU CHOOSE NOT TO ATTEND OR YOU WILL BE RESPONSIBLE FOR PAYING TUITION.*

Tuition for Bachelor Program is$290.00 per credit hour for 2026-2027. To estimate the balance left for books, supplies, transportation, please subtract your expected tuition cost from your total award per semester.

Pell grants are broken down into 4 categories based on your enrollment per semester. *Some students enrolled in less than 12 credit hours may be ineligible for the Pell Grant.

Less than half time (1-5 hours) 25%
Half time (6-8 hours) 50%
Three quarter time (9-11 hours) 75%
Full time (12+ hours) 100%

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID STUDENTS**

One of the requirements of eligibility for Federal Student Financial Aid is a student must maintain Satisfactory Academic Progress (SAP) and be in good academic standing. At the end of each semester, CPU will measure the student's performance according to the Satisfactory Academic Progress Policy. All attempted coursework is included in calculations involving Satisfactory Academic Progress for financial aid eligibility. Those who fail to make satisfactory progress will be given one semester of financial aid warning for Federal Student Financial Aid.

**1. Financial aid warning**
CPU will notify students in writing for failing to make satisfactory academic progress and place the students on financial aid warning at the end of each semester. Warning status lasts only one semester, during which the student may continue to receive Federal Student Financial Aid. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

**2. Financial Aid Appeal**
When a student loses Federal Student Financial Aid eligibility because he failed to make satisfactory progress, he may appeal that result on the basis of, his injury or illness, the death of a relative or other special circumstance. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation.
SAP appeals must be submitted by the first Friday of classes of each semester.
Per Federal financial aid regulations, appeals are not automatically accepted and may be denied based on failure to maintain Satisfactory Academic Progress standards set forth at the CPU.
SAP appeals will be reviewed by the Academic Committee and will be notified by e-mail if the appeal is accepted or denied.
Up to three appeals may be accepted.
If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

**3. Financial Aid Probation**
If based on the appeal CPU determines that the student should be able to meet the SAP standards by the end of subsequent semester, students will be placed on financial aid satisfactory progress probation.
Students are eligible for financial aid while on probation and this probation status lasts only one semester.
If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal.

If based on the appeal CPU determines that the student will require more than one semester to meet progress standards, CPU may place him on probation and develop an academic plan for him. CPU will review the student's progress at the end of each semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

**4. Regaining Eligibility**
Students who are not meeting SAP requirements for GPA or pace may regain eligibility on their own without submitting an appeal by attending and achieving overall SAP requirements without the assistance of federal financial aid. Students who are not meeting SAP requirements are checked each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.
The same process applies to students who have submitted a SAP appeal that has been denied, they can attend without the use of federal financial aid. Students who have been denied a SAP appeal can re-appeal after one semester without federal aid. These students are monitored each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.

**Federal Title IV Refunds Policy**
When a student who receives Federal Student Aid funds withdraws from the CPU prior to completing 60% of a payment period (Fall and Spring Semesters), the student - after the return calculation - may be required to return a portion of the received Aid within 45 days of their withdrawal. For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

A return is only required of those students who withdraw from the school or who cease to be enrolled. A student who reduced his/her course load is considered a reduction and not a withdrawal. A return calculation is not required for such students.

The required calculation determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the enrollment period.

If the withdrawal date is after the 60% point in the payment period or period of enrollment, a student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive during the period. For such a student there are no unearned funds. CPU will still complete a return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

CPU must determine the student's withdrawal date. The withdrawal date is defined as:

1. The date the student began the withdrawal process or officially notified CPU of his/her intent to withdraw; or
2. The last date of attendance at an academically related activity by a student who does not notify CPU.

Based on the date of the withdrawal, the Financial Aid Office will determine the actual date of the student's withdrawal and, using the Return of Title IV form provided by the Department of Education, they will calculate the amount, if any, the student must return. The student will then be notified by mail of the amount the Federal Student Financial Aid stated that they must return. In some cases, both the school and the student may be required to return unused or unearned portions of Federal Aid to the Federal Title IV program.

**Overpayments and Over-awards**
There are times when a student's award package exceeds the student's need. There may also be circumstances that change a student's award package after the aid has been awarded that result in overpayment. For example, a student may receive a scholarship or grant from an outside source or organization, or the student may want to extend his or her work-study employment. In case of overpayments or over-awards, the CPU financial aid office will adjust other Federal Student Financial Aid in the package.

Pell Grants are never adjusted to consider other forms of aid. Therefore, the adjustments will be made to the Stafford Loans and/or Campus-Based programs.

Students who owe funds due to overpayment or over-award will be required to make payment of those funds within 30 days of receiving a written notice from the Financial Aid office.

Students can send in the overpayment or over-award to the CPU and the payment will be forwarded to the U.S. Department of Education. If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this, they must contact the CPU Financial Aid Office. They will need to make sure the school has referred their situation to the U.S. Department of Education before any repayment plan can be set up.

If the student whose overpayment case has been accepted by the Department of Education wishes to establish a repayment schedule, the student should contact Borrower Services by calling 1-800-621-3115 or write to:

U.S. Department of Education
Borrower Services – Default Resolution
P.O. Box 5609
Greenville, Texas 75403

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Financial Aid Office.

Financial Aid Director: Sunny Kim (email: fsa@CPU.edu, tel: 562-926-1023 ext. 302)

* Related Links:

Free Application for Federal Student Aid (FAFSA) : https://www.studentaid.gov
US Department of Education: http://www.ed.gov.

**Transcript Release Policy**

CPU provides an official transcript to any current or former student upon request. CPU may charge the standard transcript fee, but it will not refuse, condition, delay, or otherwise treat less favorably a transcript request because the student owes a debt to CPU (California Civil Code §1788.93). This policy applies to all students, including Title IV students.

## Cal Grant Policy

The Cal Grant is a California-specific financial aid allocation that does not need to be paid back. Cal Grant applicants must apply for the FAFSA or CADAA by the deadline and meet all eligibility, financial, and minimum GPA requirements of either program.

Depending on the Cal Grant you receive, the money can be used to pay for tuition, fees, books, supplies, housing, food and even transportation costs to and from classes. You must submit your FAFSA or California Dream Application AND your verified Cal Grant GPA by March 2nd.

**Eligibility for Cal Grant:**
- Meet the California residency requirements.
- Meet U.S. Selective Service requirements
- Be a U.S. citizen, eligible noncitizen or be exempt from nonresident tuition.
- Maintain satisfactory academic progress as defined by the school. (3.0 GPA for Cal Grant A 2.0 GPA for Cal Grant B)
- Attend an eligible California college or university.
- Not have completed a prior baccalaureate degree.
- Be enrolled at least half time.
- Not be in default on any federal or state education loan or owe a grant refund.
- Submit a completed FAFSA or CAL ISIR (for DREAM applicants) and a verified Cal Grant GPA by deadline.
- Have family income and assets below the established ceilings.

**Understanding my Cal Grant: Please check the link.**
https://www.csac.ca.gov/sites/main/files/file-attachments/understanding_my_cal_grant_-_updated_11.21.17.pdf

**Cal Grant Comparison Chart: Please check the link.**
https://www.csac.ca.gov/post/cal-grant-program-comparison-chart

**Cal Grant Application:**
The deadline to apply is March 2nd.

**Procedure:**
- Complete either the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA)
- Submit a GPA to the California Student Aid Commission by March 2nd.
- Create a WebGrants Students Account.

- Transfer students should complete the G6 Form and submit to the CSAC.
- You should receive your notification for renewal by mid-July from the Commission. If you are a renewal Cal Grant student and you have not heard from the Commission by August 1, please contact CSAC.

**Payments & Disbursements:**
CPU applies student's Cal Grant Tuition/Fee awards directly to Tuition/Fee charges on the student billing account based on their disbursement schedules.

If the school determines that a student is not eligible, they have the authority to withdraw the award.

Note: To receive a Cal Grant payment, you must be attending at least half-time, provide all necessary documentation to the school, and maintain Satisfactory Academic Progress as reported by the school.
A student who is denied a Cal Grant their first year may be eligible for the Cal Grant in subsequent years but must file a FAFSA and submit a Cal Grant GPA Verification Form by the March 2nd deadline.

Students are required to submit their financial aid applications *on an annual basis*. Priority considered for financial aid funds administered by the Financial Aid Officer shall be given to students who submit all required documentation by the assigned deadline. Students must also pass verification, if required.

As a Cal Grant recipient, you may receive up to the equivalent of *four years of full-time grant payments*.

The duration of your eligibility will be based on your education level at the time you receive your first Cal Grant payment. Your eligibility will be reduced by each term that you receive payment.
CPU determines education level (EL) at the time of initial payment based on the number of units completed. The EL is based on all accepted transfer units at the institution and an established institutional policy.

Grade 1: 0 – 30 semester units or the equivalent
Grade 2: 31- 60 semester units or the equivalent
Grade 3: 61 -93 semester units or the equivalent
Grade 4: 94 or more semester units or the equivalent

**Refunds Policy**
When a student who receives Federal Student Aid funds withdraws from the CPU prior to completing 60% of a payment period (Fall and Spring Semesters), the student – after the return calculation – may be required to return a portion of the received Aid within 45 days of the student withdrawing.
A return is only required of those students who withdraw from the school/who cease to be enrolled. A student who reduced his/her course load is considered a reduction and not a withdrawal. A return calculation is not required for such students.
The required calculation determines a students earned, and unearned Title IV aid based on
the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the enrollment period.

If the withdrawal date is after the 60% point in the payment period or period of enrollment, a student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive during the period. For such a student there are no unearned funds. CPU will still complete a return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

CPU must determine the student's withdrawal date. The withdrawal date is defined as:

- The date the student began the withdrawal process or officially notified CPU of his/her intent to withdraw; or the last date of attendance at an academically related activity by a student who does not notify CPU.

Based on the date of the withdrawal, the Financial Aid Office will determine the actual date of the student's withdrawal and, using the Return of Title IV form provided by the Department of Education, they will calculate the amount, if any, the student must return. The student will then be notified by mail of the amount the Federal Student Financial Aid stated that they must return. In some cases, both the school and the student may be required to return unused or unearned portions of Federal Aid to the Federal Title IV program.

**Satisfactory Academic Progress (SAP)**
The Satisfactory Academic Progress Policy ("SAP") is composed of Qualitative Standard and Quantitative Standard.

**Qualitative Standard**
Students have to maintain a good academic standing. CPU requires undergraduate students and ELSP students to maintain a 2.0 GPA in all courses attempted at CPU and a 2.0 cumulative GPA. Graduate students are required to maintain a 2.5 GPA in all courses attempted at CPU and a 2.5 cumulative GPA. Repeated courses which the student previously passed are not counted toward satisfactory academic progress requirements.

**Quantitative Standard**
There are two components in quantitative standard.
(a) Acceptable Passing Rate and (b) Unit and Time Limit to complete an education program.

(a) Acceptable Passing Rate: Excluding transfer units, an overall ratio of units earned at CPU to units attempted is calculated. Withdrawn and incomplete units are attempted with zero units earned. Students must complete 67% of units attempted.
(b) Unit and Time Limit: To complete the program, no more than 150% of the number of units required can be attempted. For determination of satisfactory academic progress, all attempted units at CPU are counted. For transfer students, only transferred units that apply to the degree program are counted.

**SAP for Undergraduate Students**
A full-time status of undergraduate students is obtained by completing a minimum of 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 128 credits while maintaining a 2.0 GPA in all courses attempted at CPU and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

**Additional Cal Grant Information:**
Website: https://www.csac.ca.gov/ Student Website for Cal Grant Status
https:// mygrantinfo.csac.ca.gov/logon.asp or
Phone 1-800-735-2929 (TTY) 1-800-735-2922 (Voice)

## Canada State Student Loan

Students who are permanent residents or citizens of Canada are eligible to apply for student loans from the provincial government. CPU is authorized by the provincial government of Canada to carry out this process and can assist eligible students with their provincial loan applications. For inquiries, please contact the person in charge below.

Sunny Kim : fsa@cpu.edu 562-926-1023 (ext.302

## Veteran Benefits

CPU is proud to offer financial support to students who are U.S. military veterans. Additionally, CPU is a participant of the Department of Defense's Tuition Assistance (TA) program for Active military service members, as outlined in the Veterans Benefits and Transition Act of 2018 (Section 103).

GI bill® is a registered trademark of the U.S. department of veteran's affairs (VA). more information about education benefits offered by VA is available at the official U.S. government web site at http://www.benefits.va.gov/gibill.

To apply for Veteran's Administration (VA) benefits under the GI Bill®, students should contact the Veteran's Administration (VA) directly at 1-888-442-455. Student can also apply for benefits by visiting https://www.benefits.va.gov/BENEFITS/Applying.asp

The Veteran's Administration determines eligibility and benefit amount.

If eligibility is granted, students will receive a Certificate of Eligibility (COE). After students have applied for admission, they will need to provide COE to the School Certifying Official (SCO) at the CPU.

Once students have been accepted to the school and registered for classes the SCO will certify enrollment with the VA. Certification automatically takes place 30 days prior to the start of classes. If a student does not wish to use your benefits, he/she notifies the SCO in writing prior to the certification. The VA will not pay any benefits until enrollment is certified by the CPU.

It is recommended that in addition to applying for VA Benefits that students complete the FAFSA (Free Application for Federal Student Aid) by visiting www.studentaid.gov. FAFSA could cover any expenses not covered by the VA.

**Progress Policy**

Academic Progress will be measured at the end of each semester for all students receiving Veterans benefits. If, at the end of any given semester, the student's cumulative GPA falls below 2.0 for B.Th. and 2.5 for M.Div., the students will be placed on probation for a maximum of two semesters. If, by the end of the probation period, the student's cumulative GPA is not raised to above 2.0 for B.Th. and 2.5 for M.Div., the Veterans Administration will be notified, and benefits will be interrupted. Academic Progress records are maintained by the school and will be furnished to the student upon request.

If the SCO/director determines that the conditions which caused the interruption to have been rectified, the student will be eligible to receive benefits from that point forward.

**COMPLIANCE WITH 38 U.S.C. § 3679(e)**

CPU permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CPU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
(NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits.)

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

**Steps to get started:**

- Apply to California Prestige University
- Determine your chapter.
- Apply online for your GI Bill Benefits.
- Apply online for financial aid by submitting the FAFSA application. (B.Th. student only)
- Counseling with an Academic Dean
- Register for Classes
- Meet the SCO and notify, and turn in request for certification: you must do this every semester to be paid
- Bring in LETTER OF ELIGIBILITY (as soon as you receive it): This is the letter the VA will send you by mail once you have been approved for your GI Bill. If you change schools, you will receive a new one once the VA approves any changes.

## Student Responsibility

**Applications for Benefits:**
VA students can submit applications online at http://www.ebenefits.va.gov/ebenefits/vonapp. Or they can call 1-888-442-4551 and ask that an application be mailed to them. All VA students must file an application when they first start school.

- New student: A student who haven't received VA benefits before must file an original application (Veterans VA Form 22-1990: dependents VA Form 22-5490): ToE students VA- Form 22-1990e)
- Continuing student: A student who has received VA benefits before must file a Request for Change of Program or Place of Training (Veterans and ToE students VA Form 22-1995: dependents VA Form 22-5495). Students applying for Chapter 33 in lieu of (or relinquishing) another benefit should complete a VA Form 22-1990.
- Change of Address and Direct Deposit

Address and direct deposit information must be kept current.

**Monthly Verification Procedure**
Currently, CH 30 and CH 1606-1607 recipients must verify attendance monthly by Web Automated Verification of Enrollment (WAVE) or by interactive Voice Response (IVR). The preferred verification method is WAVE, which includes features not in IVR. Click on the link to the WAVE Program and follow the instructions provided. The earliest students can verify their enrollment is the last calendar day of each month. WAVE allows students to verify their enrollment on the internet.

WAVE is on the Education Service website at https://www.gibill.va.gov/wave/index.do. Students may:

- that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly email reminder

## Continuation of VA Benefits
The sooner you submit your request for certification to the school, the less likely you are to have a break in your monthly payments. However, California Prestige University cannot guarantee when you will be paid. Multiple schedule changes will cause a delay in processing your certification.

## The Certification Process

NON-REQUIRED COURSES
The Veterans Administration will pay only for courses listed on your Student Educational Program Plan. These approved courses must meet the minimum requirements for transfer or graduation established by CPU.

REPEAT COURSES

The VA will not pay for repeated courses which were successfully completed. Letter grades of “A”,“B” or ”C” are approved for payment of required courses. Students who repeat a course for the purpose of obtaining Academic Repeats will not be paid.

**Veterans with Disabilities**
CPU is committed to the provision of support services and/or educational accommodations to qualified students with disabilities.

**Contact Information**
If you have any questions or comments, please send an email to: fsa@CPU.edu OR drop into Room 302. Make your appointment to see the certifying official before your registration time if you want your benefits to be distributed in a timely manner.

Office hours: Office hours are subject to change. Monday – Friday, 9:00am - 5:00pm School Certifying Official: Sunny Kim 562-926-1023 (ext.302), fsa@CPU.edu

## Consumer Information (Your Right to Know)

CPU is approved to operate by the Bureau for Private Postsecondary Education (BPPE) and is accredited by the Association for Biblical Higher Education (ABHE). Presbyterian Theological Seminary in America of California Prestige University (PTSA of CPU) is accredited by the Commission on Accrediting of The Association of Theological Schools (ATS). A complete and detailed listing of the college’s degree programs, and completion requirements can be found in the catalog. Full-time faculty members with their degree qualifications are listed by program area in the catalog. Contact information for school faculty is on the CPU website (cpu.edu).

# Academic Information

## Orientation

New students, (including transfer students), must attend an 2-hour orientation on a designated day before each semester. During orientation, students will be informed about California Prestige University’s school life, faculty, curriculum, degree program and library information. An orientation workbook is provided. ELSP placement testing is usually scheduled for new students on this day following the orientation.

## Registration Procedure

Registration for continuing students opens four weeks before a new semester. Within the preceding two months, current students receive the schedule of classes and registration information by website. They are to compare the new class schedules with their Student Progress Worksheets. After deciding the courses in which to enroll, and during the one-week registration period, a student is to meet with the Dean of Academic Affairs or respective program director or SEVIS officer for academic counseling and their required signature.

Students registering after the registration period will be charged a$30.00 late registration fee. If the student registers in the first week of class a$50.00 late registration fee will be charged ($100 for the second week of class).

After one week, students may not add new classes but can withdraw and get a pro-rated refund of the class. International new students who are delayed in their arrival or any student who may be delayed in enrolling/registration will not be allowed after the end of the third week of the semester to register and may be subject to termination of their F-1 status.

Registration for new or transferring students occurs on the new student orientation day (see above). New students are under the same registration requirements as all students. IMPORTANT: A student must receive a signature from the Dean of Academic Affairs regarding course schedule and the Registrar regarding financial issues on their registration form to be officially registered.

## Class Eligibility

Before enrolling in any course, the student is responsible for ensuring that all prerequisite courses or requirements have been fulfilled. Please consult the student progress worksheet and the course Curriculum.

## Adding/Dropping of Courses

A student may add or drop courses by filing a properly completed “Change of Course Form” in the Registrar's office. A$10 fee will be applied for each transaction.

## Academic Advising

The Dean of Academic Affairs and program directors are available for academic advising and should be consulted prior to each semester for academic advising, and for the required signature for registration.

## Unit of Credit

The unit of credit is a semester-hour. A semester-hour consists of one 50-minute class session per week. Fifteen-semester-hours are a normal academic load per semester.

## Independence Study

An Independent Study is available for students who are completing their final semester. There is an additional fee of$300 for this option.

## Grading System

The following criteria are used in assigning letter grades:

- "A" designates outstanding work, superior achievements of course objectives.
- "B" designates good work, commendable achievement of course objectives.
- "C" designates acceptable work, satisfactory achievement of course objectives.
- "D" designates minimal work, marginal of course objectives.
- "F" designates failure, unacceptable work.

When test or similar tasks are administered on the scoring scale from 0 to 100, the letter grades correspond in the following manner to the scores given:

- A: 95-100 4.0 grade points per semester hour.

- A-: 90-94 3.7 grade points
- B+: 86-89 3.3 grade points
- B: 84-85 3.0 grade points
- B-: 80-83 2.7 grade points
- C+: 76-79 2.3 grade points
- C: 74-75 2.0 grade points
- C-: 70-73 1.7 grade points
- D+: 66-69 1.3 grade points
- D 64-65 1.0 grade points
- D-: 60-63 0.7 grade points
- F: 59 or less 0.0 grade point per semester hour
- P: Passing
- NP: Non-Passing
- W: Withdrawal
- AU: Audit
- I: Incomplete (Ph.D.C.S and D.ICS Only)

Acceptable passing rate: P, NP, AU, W count as units attempted with Zero unit earned. It is important to note that CPU has the following grading policy:

## Attendance Policy

CPU emphasizes the need for all students to attend classes on a regular and consistent basis. All students are expected to maintain in all courses a satisfactory attendance requirement which is 75% of all class meetings. Absences in more than 25% of class meetings will result in a failing grade for the course. This means each student is allowed a maximum of three absences per course per semester and fourth absence will result in a grade of “F.”

Regarding punctuality, being tardy for more than fifteen minutes three times will be equivalent to one absence. An attendance Warning Letter will be sent out to students from the Academic Dean’s Office after two absences. As for the details of the attendance policy, students are expected to read and follow the attendance policy stated in the syllabus for each course by the instructor and the school catalog.

## Leave of Absence Policy

Should your circumstances be such that a leave of absence is needed, please submit a written request for a leave of absence to the Office of the Registrar. In case of illness, the student needs to include the physician’s statement. The request for a leave of absence may be granted for up to 1 year. The period of the leave of absence will not count toward the maximum period granted for the completion of a degree. The student must submit a written notice of intention to resume studies before returning to CPU. A request for a leave of absence longer than one year may be granted only under an exigent circumstance.

International Students: Written requests for leave of absence are considered at the discretion of the school administration and a decision will be based upon SEVIS laws for the request of leave of absence: Two options will be exercised by school administration:

1. Drop below full-time authorization (exception to the full course of study requirement)
2. Termination

Please note that a reduced course load for an F-1 student on an I-20 for ELSP must consist of at least "half the clock hours required for a full course of study." Therefore, the period that a student engaged in language studies can be placed on reduced course load for:

- Academic difficulties
- Illness/medical condition
- Initial difficulty with English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods Improper course level

Reduced course load for completion of the course of study is limited to one term at the end of the course of study and only if additional courses are required to satisfy the requirements for completion.

For Federal Student Financial Aid purposes, the leave of absence, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period beginning on the first day of the student's initial leave of absence and must be approved by the Dean of Academic Affairs and by the Financial Aid Officer. Students who received Federal Student Financial Aid loans and who fail to return to CPU from an approved leave of absence will be considered as withdrawn and will be reported to the lending institutions by CPU. Consequently, loan deferment and repayment schedule may be affected. The student's withdrawal date and the beginning of the student's grace period for loan repayment is the last day of academic attendance as determined by CPU from attendance records. CPU may be required to refund unearned funds to the Federal Student Financial Aid Programs when a student withdraws from CPU. Non- compliance with Federal regulations regarding leave of absence can affect a student's eligibility for future Federal Student Financial Aid and loan payment deferment.

## Transferred Credits Policy

A maximum of 75 percent of the units or credit that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:

1. Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

2. Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

3. No more than 20% of semester units (or the equivalent in other units) awarded by another institution may be transferred for credit toward a master's degree.

4. An institution may accept transfer credits only from institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, including approved foreign institutions.

5. However, credits earned from denominational seminaries are fully transferable (100%) toward the respective degree programs.

6. In exceptional cases, admission to bachelor's, master's, or doctoral programs may be granted upon the recommendation of the Program Director and the Office of Admissions, with the approval of the Chief Academic Officer.

7. If an applicant has graduated from a non-accredited institution (bachelor, master, or doctoral degree), admission may be determined through an Admission Committee review. In such cases, probational admission will be granted. The applicant must complete one semester of study (9–12 units) at a lower level than the program applied for. If the student earns a GPA of B+ or higher, the Admission Committee will determine readiness for full admission into the intended program.

   For doctoral applicants, the Admission Committee may consider the applicant's professional expertise, scholarly achievements, and ministerial accomplishments when granting probational admission. In such cases, a probational semester at the doctoral level is required, after which the Doctoral Committee will make the final admission decision.
8. Credits earned at unaccredited institutions are not transferable to CPU and will not be applied toward degree requirements.

The Admission Committee consists of the Admissions Officer, the Program Director, and the Chief Academic Officer (CAO).

The following transferable credit does not exceed the standards of the Bureau for Private Postsecondary Education (BPPE), as well as the accrediting agencies ABHE and ATS.

**Bachelor Program**

| Degree Program | Transferable Credits | Total Credits |
|---|---|---|
| Bachelor of Arts in Theology (BATh) | 96 | 128 |
| Bachelor of Arts in Family Counseling (BAFC) | 90 | 120 |
| Bachelor of Arts in Global Business Administration (BAGBA) | 90 | 122 |
| Bachelor of Arts in Education (BAEd) | 90 | 122 |

**Master Program**

| Degree Program | Transferable Credits | Total Credits |
|---|---|---|
| Master of Divinity (Korean) (M.Div. Korean) | 17 | 83 |
| Master of Arts in Counseling Psychology (MACP) | 9 | 48 |
| Master of Arts in Intercultural Studies (MAICS) | 9 | 43 |
| Master of Arts in Professional Coaching (MAPC) | 6 | 36 |
| Master of Business Administration (MBA) | 8 | 42 |
| Master of Divinity in Culturally Competent Pastoral Leadership (M.Div. English) | 15 | 74 |

**Doctor Program**

| Degree Program | Transferable Credits | Total Credits |
|---|---|---|
| Doctor of Philosophy in Contextual Studies (Ph.D) | 28 | 48 |
| Doctor of Intercultural Studies (D.ICS) | 20 | 32 |
| Doctor of Ministry (D.Min) | 20 | 32 |

## Ability to Benefit

Applicants without a high school diploma or GED are not eligible for admission.

## Language Proficiency

**Korean proficiency**
Since most instruction is conducted in Korean, proficiency is required. A diploma from a Korean-medium high school or university satisfies the requirement. Applicants without such credentials must complete a proficiency interview with the Chief of Academic Officer.

**English proficiency (TOEFL Score or English Skills)**
English language proficiency is required for F-1 students entering English programs whose first language is not English.

## Spiritual Standard

The goal of California Prestige University is to cultivate the spiritual life of each student and to prepare each student for Christian Service. It is required that the applicant (B.A.Th, M.Div, MAICS, Ph.D.C.S, and D.ICS and D.Min) must be a born- again believer, and the application procedure requires a written statement of personal testimony to that effect. It is usually advisable for a student to be baptized at least one year before applying for the graduate program at the California Prestige University.

## Readmission

Any student who fails to register for more than 12 months must apply for readmission before returning to California Prestige University. The student who applies for readmission must follow the admission procedures.

## International Students

California Prestige University is authorized under federal law to enroll non- immigrant international students by the issuance of SEVIS I-20 Form as certification of eligibility for admission. International students must follow the following procedure:

- Download an application for their degree program.
- Send in an application and all required documents and financial payment.
- Be approved for their degree program.
- Receive an I-20.
- Receive an F-1 visa to attend as a non-immigrant international student.
- Arrive approximately within 30 days of when the semester begins.
  (It is mandatory that you make an appointment and visit the Dean of Academic Affairs and SEVIS officer)
- Receive counseling regarding their studies in the United States, and an updated I-20, indicating their registration and attendance.
- Update any information changes:
  New address
  Spouse or children information new child
  Legal employment needs
  CPT, OPT, or OCE
  Change of employment
  Unemployment Marital status
  Traveling in and out of the U.S.A.
  Transferring out of CPU
  Change of status

CPU is authorized by the U.S. Government to issue the I-20 form for visas from foreign countries. Once the international applicant is accepted, CPU will send various documents including the I- 20 form. The new student, including transfer student is required to pay $150.00 of I-20 initial processing fee before CPU processes I-20.

International students must enroll as full-time students, meaning that an undergraduate student must take at least 12 units per semester and Master student 9 units, Ph.D.C.S./D.ICS/D.MIN/Psy.D. student 8 units, and ELSP student 5 classes (20 hours per week).

Those who have an E Visa, R visa and H visa, and their spouses are allowed to study at CPU. Students studying under an E, R and H visa must carefully watch when their nonimmigrant visas expire and allow 3-4 months for a change of status application to process, and final decision rendered.

CPU will not assist students and their spouses who want to study and need to change their status to F-1. Students and spouses must utilize the services of an attorney to change their status. Students must

recognize that the application of a change of status does not guarantee approval of the change of status. CPU is not responsible for SEVIS's final decision.

CPU reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior is not corrected and does not comply with established standards and regulations. Students who have been suspended or terminated can be reinstated only upon approval of the Dean of Academic Affairs or ELSP director and SEVIS Officer.
Please direct other questions relating to international students to the SEVIS officer.

## Non-discriminatory Policy

CPU seeks a diverse student body. Everyone has equal opportunity and access to CPU's educational programs and activities. The school does not discriminate based on race, color, age, sex, physical condition, or national origin. Non-discriminatory policies apply to the admissions policy, educational programs, employment, and all other activities that CPU provides. CPU complies with the provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## Grading Grievance Procedure

1. If a dispute involving a final grade occurs, the student and the faculty member should try to resolve their differences through a private conference. If the faculty agrees to revise the grade, he or she needs to inform the Dean of Academic Affairs and the Registrar of the decision with supporting documents.
2. If the efforts to resolve the dispute fail, the student may initiate a grievance by submitting a written appeal to the Dean of Academic Affairs. The Dean of Academic Affairs shall within seven (7) working days of receiving the appeal and making the necessary investigation, shall render a decision and communicate the following to the student:
   A summary of the investigative report.
   A written notice setting forth the decision regarding the student's grade.

## Student Records

The school's student recordkeeping policy will require that all student records must remain onsite for five (5) years, and transcripts kept permanently. The academic and financial records shall be maintained in separate files.
The student record file cabinet is fireproof, lockable, and to be maintained in a secure administrative office at the school. In addition, as an extra measure for security and safekeeping of records, all academic and financial records will be electronically scanned and/or photocopied and stored at an offsite location. This will ensure that, should one copy be destroyed, a back-up copy exists.

Only the authorized staff will have access to the student records, and the privacy of these records is considered to be of paramount importance.

In addition to permanently retaining student transcripts, the institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

The student records to be kept include:

- A copy of the signed and dated enrollment agreement
- A copy of the students' grades.
- A record of the courses attempted, whether completed. A copy of all documents signed by the student.
- A copy of all complaints received from the students.
- A record of any refund made, the date made, and the check number, as applicable; the refund record will show how the calculation for the refund was made.

## Field Work

California Prestige University students are required to participate in supervised field work as follows: 3 credits during three years for Master of Divinity (M.Div.) students; 1 credit during two years for Master of Arts in Intercultural Studies (MAICS) students; field work through capstone projects and practice-oriented courses for Master of Counseling Psychology (MACP) students; 2 credits during four years for Bachelor of Arts in Theology (BATh) students; 3 credits for Bachelor of Arts in Family Counseling (BAFC) students; and 2 credits for Bachelor of Arts in Education(BAEd) students.
Bachelor students could start field work after 1 year of admission.
For Transferred students: F-1 students enrolled in 1 year of bachelor level in U.S. school and all other students transferred credit of 25% could start the field work after the admission.

Student Ministry and Fieldwork is also designed for giving the student curricular practical training (CPT) in their field of study. Thus, students can register as required for 0.25 units, or 0.50 units a semester and begin doing CPT part-time. Students are encouraged to take part in CPT as an important area of their educational development and learning. In addition, this allows the student to work legally within the USCIS laws and SEVIS guidelines and apply for a social security number. Under the leadership of the Director of Student Affairs, students will plan their ministry assignments and receive feedback on how to develop and grow. For more information, please see the Student Ministry Handbook, or the Director of Student Affairs. International students must contact or see the SEVIS Officer for further information. Personal Tax report related obligations belong to students.

## Full-time Study and Time Limitation

The program of study leading to the completion of the ELSP is designated to be completed in 2 years, Certificate of Chaplaincy in the B.A. in 4 years, the M.Div. in 3 years, the M.A. in 2 years of full-time study respectively. Especially for the F-1 international students, the maximum period granted for the student to complete their ELSP is 3 years, for the B.A. student 6 years, for the M.Div. & M.A.M.F.T. student 4.5 years, for the other MA student 3 years, for Ph.D.C.S. student 5 years and for the other doctor program students 4 years approximately.

The administration strongly urges the international students at matriculation to maintain their full-time "active" status, according to SEVIS laws and regulations. Although the permission from Chief Academic Officer and the SEVIS Officer may and must be granted (following SEVIS laws and guidelines) to

international students who are under such circumstances as ill-health, academic problems, students should not expect to pursue any substantial portion of the curriculum by part-time study.

## Bible Test

California Prestige University administers a comprehensive Bible test to M.Div. students who are ready to graduate. By passing the test, the student has completed the obligation to demonstrate a working knowledge of biblical content for graduation. It is highly recommended that the students take the examination in the early part of their studies to complete this requirement.

This exam is given 3 times a year. (Feb., Apr. & Sep. subject to change) Students can take the Bible test as often as they want to. If the student does not pass until the last semester the student intends to graduate, the student will be allowed only one more semester to complete this requirement. If the student fails again, the student is considered not making academic progress and not fulfilling the program requirement. The student will be given a certificate instead of a diploma. Candidates must pass the test with a score of seventy (70) percent or above to complete degree programs.

## Petitioning for Graduation

Students who wish to graduate at the end of the coming academic year must submit an "Application for Degree" to the main office when they register for the last semester to complete their degree.

- Deadline for Submission: The "Application for Degree" must be submitted during the registration period for the final semester in which the student plans to complete their degree requirements.
- Verification Process: After submission, the main office will review the application to verify that all academic requirements, including coursework, credits, and any other necessary criteria, are on track for completion by the end of the semester.
- Failure to Submit: Failure to submit the "Application for Degree" by the specified deadline may result in a delay in the graduation process. Students who miss this deadline may be required to defer their graduation to a later date.
- Appeal Process: If a student's application is not approved, they may appeal the decision by submitting additional documentation or clarification to the academic board within 10 business days of the notification.
- Notification of Approval: Upon approval of the application by graduation review meeting, the student will receive confirmation from the main office, which will include information on Student Handbook 60 further steps to be taken, such as attending the graduation ceremony and settling any outstanding fees.
- Fee Payment: Any graduation-related fees must be paid in full before the submission of the "Application for Degree." The application will not be processed if there are outstanding financial obligations.

## Academic Freedom Policies

CPU recognizes that within the field of education, academic freedom is a highly held right. In that regard, CPU will do everything possible to ensure that faculty members are given the freedom to represent views, theories, research results, and opinions in the normal process of teaching their assigned courses. However, CPU also recognizes that academic freedom must be weighed in response to the responsibilities of Christian faith and practice. The principles of developing Christian community, the responsibility of leadership by faculty members as role models to the students, and the ethics of Christian faith also provide the boundaries within which faculty members are given to exercise their academic freedom.

Faculty members, who hold differing and potentially contentious theological views, may be asked to step down from their faculty positions. When this happens, CPU will still hold the resigning faculty member in highest regard, realizing that the human perspective on theological truth is never complete and clear. CPU has adopted the statement of Academic Freedom as developed by the Association of Theological Schools, a recognized accrediting association by the U.S. Department of Education, as its standard concerning faculty academic freedom.

The statement reads as follows:

1. The Christian faith directs all thought and life toward God who is the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
2. The freedom of the Christian always involves a commensurate responsibility toward God and neighbor. It is never the freedom merely to be left alone or ignore basic obligations.
3. Christian freedom exists within the confession of Christian faith. A theological school may acknowledge specific confessional adherence as laid down in its own charter and constitution. A concept of freedom appropriate to a theological school will respect this confessional loyalty, both in the institution and with their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Christian community and the practice of the highest ideal of academic freedom.
4. While freedom must ultimately be realized through the spirit and loyalties of humanity, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and regulation. We recognized that the effectiveness of stated principles depends finally upon the dedication within the Christian theological school to a genuine concern for liberty of mind and spirit in theological teaching.

# Employment Positions List

The graduate will be employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level.

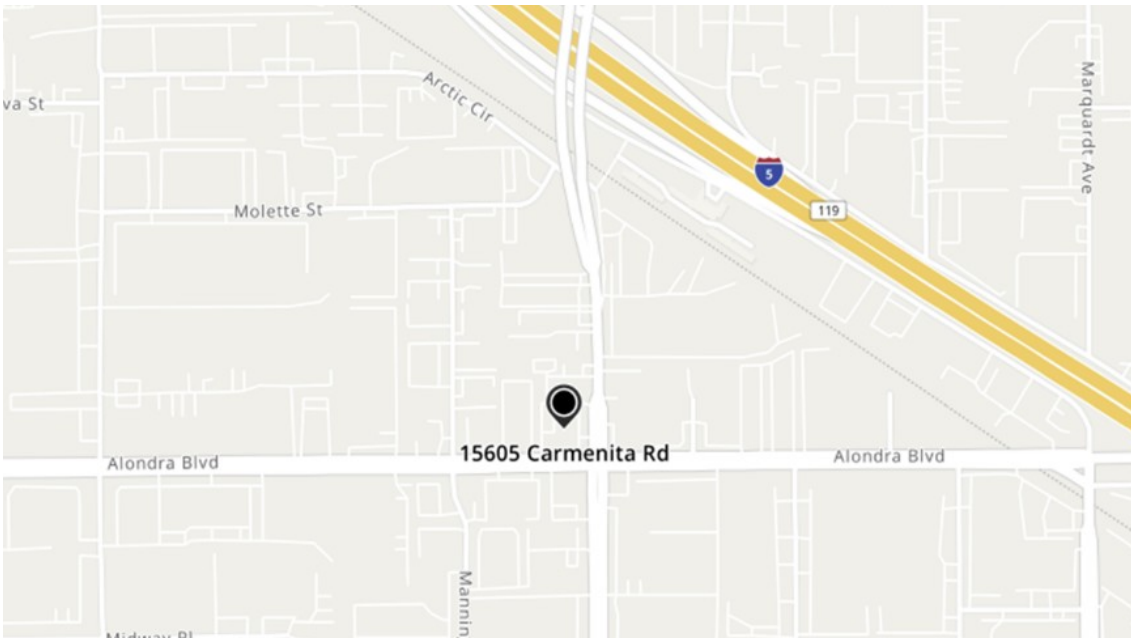
| Degree Program | Employment Position (SOC code) |
|---|---|
| Bachelor of Arts in Theology | Clergy: Associate Pastor, Teaching Pastor, English Ministry Pastor, Youth Pastor, Children's Ministry Pastor, Praise & Worship Pastor. Religious Workers: Missionaries, Mobilizer for Mission (21- 2090, 21-2099) |
| Bachelor of Arts in Global Business Administration | Office clerk, Accountant, Management consultant, HR clerk, financial planner, Business Analyst, Logistics Specialist, Retail buyer, Financial Service sales representative, Human Resources specialist, Internal Auditor, Account manager, corporate event planner, Insurance agent, Credit counselor (11- 2021, 11-2022, 13-1022, 13-1079, 13-1190, 13-1199, 13-2031, 13- 2041, 13-2051, 13-2052, 13-2053, 13-2061, 13-2071, 13-2072, 13-2099) |

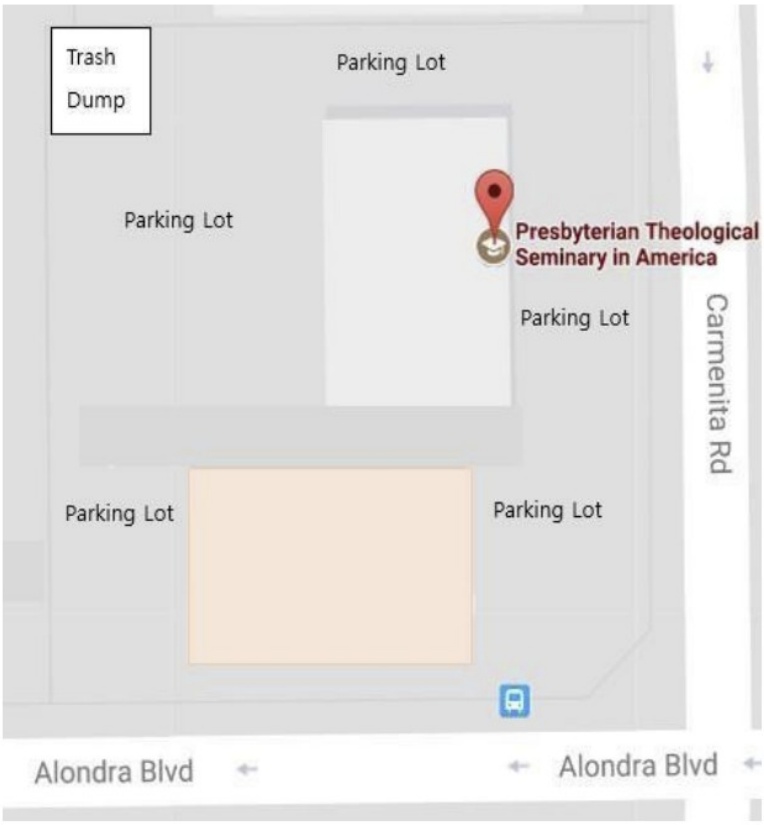
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|---|---|
| Bachelor of Arts in Social Work | Social Worker assistant, Medical Social Worker, Health Educator and community Health workers, Marriage and Family Therapist, Rehabilitation counselor, Probation officers and correctional treatment specialist, school and career counselor, social and community service manager. (21-1091, 21-1092, 21-1093, 21-1013, 21-1015, 21-1011, 21-1099, 21-1021, 21-1022, 21-2023, 21-2029) |
| Bachelor of Arts in Family Counseling | Marriage and Family Therapist, Mental Health counselor, Rehabilitation counselor, School counselor, Substance abuse counselor (21-1013, 21-1015, 21-1011) |
| Bachelor of Arts in Education | Ethnic, and Cultural Studies Teachers, Communications Teachers, Philosophy and Religion Teachers, Teachers and Instructors (25-1062, 25-1122, 25-1126, 25-1199, 25-3099) |
| English Language Studies Program | General office worker/clerk, TESOL instructor, Translator (13-1190, 25-3099) |
| Certificate of Professional Chaplaincy | Clergy, Theology and Religion Teachers, Social and Community Service Managers (11-9151, (21-2011, 25-1066) |
| Master of Divinity | Clergy: Leader Pastor, Assistant Pastor, Associate Pastor, Visitation Pastor, Teaching Pastor, English Ministry Pastor, Youth Pastor, Children's Ministry Pastor, Praise & Worship Pastor, and Missions Pastor. Religious Workers: Missionaries, Mobilizer for Mission (21-2020, 21-2021, 21-2099, 25-3099) |
| Master of Divinity in Culturally Competent Pastoral Leadership | Pastor or Minister, Clergy, Chaplain, Religious Workers, Philosophy and Religion Teachers, Social and Community Service Managers, Marriage and Family Therapists, Interfaith Dialogue Coordinator, Nonprofit Organization Leader, (21-2011, 21-2099, 25-1126, 11-9151, 21-1013, 21-2021) |
| Master of Divinity in Professional Chaplaincy | Chaplain, Clergy, Chaplain Coordinator/Administrator, Social Community Service Managers (21-2011, 11-9151) |
| Master of Divinity in Professional Coaching | Clergy, Spiritual Coach, Life Coach: Community and Social Service Specialists, Executive Coach: Human Resources Managers, Career Coach: Educational, Guidance, and Career Counselors and Advisors, Wellness Coach: Health Educators, Sports Coach: Coaches and Scouts, Business Coach: General and Operations Managers (21-2020, 21-2021, 21-2099, 25- 3099, 11-3121, 21-1012, 21-1091, 27-2022, 11-1021) |
| Master of Arts in Counseling Psychology | Family Counselors, Inner Healing Spiritual Counselors, Christian Education Counselors (21-1010, 21-1011, 21-1012, 21- 1013, 21-1014, 21-1015, 21-1099, 19-3030, 19-3031, 19-3032, 19- 3039) |

| | |
|---|---|
| Master of Arts in Marriage and Family Therapy | Marriage and Family Therapist, Mental Health counselor, Rehabilitation counselor, School counselor, Substance abuse counselor (21-1010, 21-1011, 21-1012, 21-1013, 21-1015, 21-1099, 21-1011) |
| Master of Arts in Intercultural Studies | Missionaries, Instructor (21-2010, 21-2011, 21-2020, 21-2021, 21-2090, 21-2099, 25-3099) |
| Master of Arts in Professional Coaching | Life Coach: Community and Social Service Specialists, Executive Coach: Human Resources Managers, Career Coach: Educational, Guidance, and Career Counselors and Advisors, Wellness Coach: Health Educators, Sports Coach: Coaches and Scouts, Business Coach: General and Operations Managers (21- 1099, 11-3121, 21-1012, 21-1091, 27-2022, 11-1021) |
| Master of Business Administration | Accounting Manager, Management consultant, HR manager, financial planning manager, Business Analyst, Logistics Specialist, Retail manager, Financial manager, Internal Financial Auditor, Corporate event planning manager, Insurance analytic manager, Credit counseling manager (11-2021, 11-2022, 13-1022, 13-1079, 13-1190, 13-1199, 13-2031, 13-2041, 13-2051, 13-2052, 13-2053, 13-2061, 13-2071, 13-2072, 13-2099) |
| Doctor of Intercultural Studies | College or University Professor: Area, Ethnic, and Cultural Studies Teachers, Postsecondary, Cultural Affairs Officer: Anthropologists and Archeologists, Political Scientists, International Development Consultant: Social Scientists and Related Workers, Intercultural Training Specialist: Training and Development Specialists, Diversity and Inclusion Manager: Training and Development Managers, International Relations Specialist: Political Scientists, Non-Governmental Organization (NGO) Director: Social and Community Service Managers, Intercultural Communication Consultant: Public Relations Specialists (25-1062, 19-3091, 19-3094, 19-3099, 13-1151, 11-3131, 19-3094, 11-9151, 27-3031) |
| Doctor of Philosophy in Contextual Studies | Professor(instructor), Pastor, Missionaries, University Professor or Researcher: Area, Ethnic, and Cultural Studies Teachers, Postsecondary, Cultural Policy Advisor: Political Scientists, International Development Consultant: Social Scientists and Related Workers, All Other, Historian: Historians, Anthropologist or Sociologist: Anthropologists and Archeologists, Sociologists, Non-Governmental Organization (NGO) Leader: Social and Community Service Managers, Cultural Heritage Consultant: Archivists, Curators, and Museum Workers, Diversity and Inclusion Officer: Human Resources Managers, Public Policy Analyst: Miscellaneous Social Scientists and Related Workers (21-2020, 21-2021, 21- 2099, 25-1060, 25-1061, 25-1062, 25-1081, 25-1126, 25-3020, 25-3021, 25-3090, 25-3099, 19-3094, 19-3099, 19-3093, 19-3091, 19-3041, 11-9151, 25-4010, 11-3121, 19-3090) |

| | |
|---|---|
| Doctor of Psychology (Psy.D.; non-licensure program) | Psychologists, Industrial-Organizational Psychologist, Rehabilitation Psychologist, University Professor in Psychology, (19-3031, 19-3032, 25-1066) |
| Doctor of Ministry | Senior Pastor or Minister, Clergy, Philosophy and Religion Teachers, Directors, Religious Activities and Education, Social and Community Service Managers, Marriage and Family Therapist, Religious Workers, Writers and Authors, Public Relations and Fundraising Managers (21-2011, 25-1126, 21- 2021, 11-9151, 21-1013, 21-1019, 21-2099, 27-3043, 11-2031) |

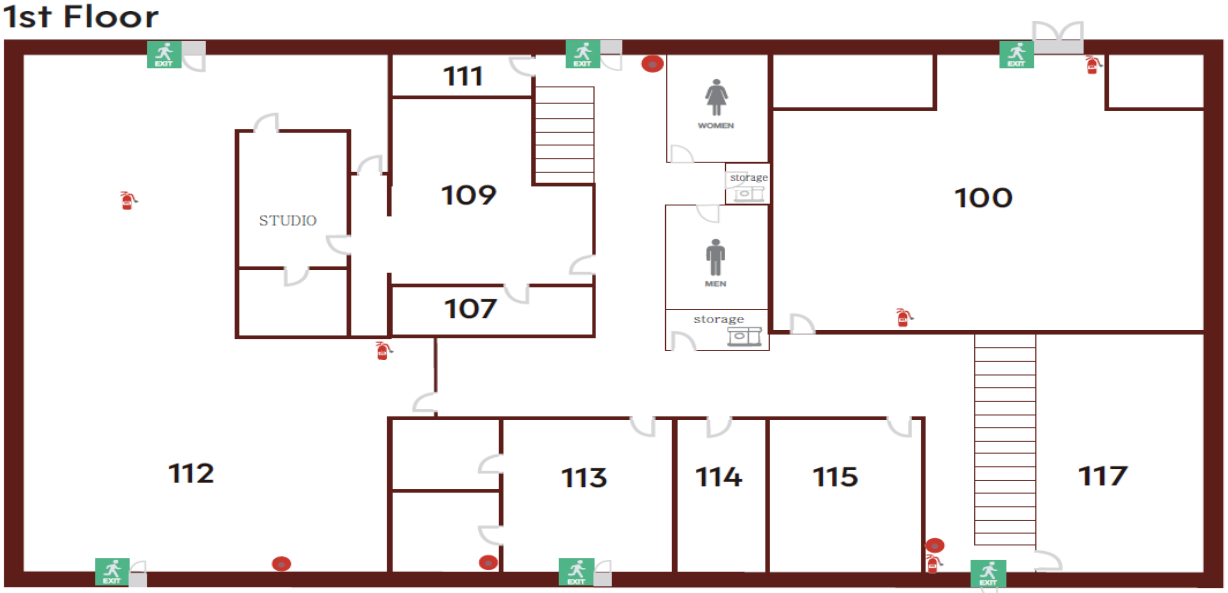
# CPU CAMPUS MAP






## California Prestige University

### 1st Floor




**100** Chapel Room
**107** Recording Studio
**109** Dept. of Learning Management Systems
**111** Director of D.Min. & English M.Div.
**112** Library
**113** Santa Fe Counseling Center
Dept. of Counseling Psychology
**114** Public Relations
**115** Vice President / Classroon 4
**117** Main Office

## 2nd Floor




**200** Multi Purpose Room
**201** Cafeteria / Student Lounge
**202** Classroom1
**203** Classroom2
**204** Director of Federal Student Aid
**205** COO & Dept. of Graduate School of Business
**206** Dept. of Academic Affairs
**208** Dept. of institutional Research
**209** President office
**211** Dept. of Student Development
**213** Classroom 3
**219** Storage
**220** Asst. Director of Adimissions
**221** Dept. of Doctoral Programs